

Saint Peter

Parish School

2007-2008

Parent Involvement Program



When You Thought I wasn't Looking

Author Unknown

*When you thought I wasn't looking ... I saw you hang my picture on the refrigerator,
And I wanted to paint you another one.*

*When you thought I wasn't looking ... I saw you make my favorite cake just for me,
And I knew that little things are special things.*

*When you thought I wasn't looking ... I heard you say a prayer
And I believed there is a God I could always talk to.*

*When you thought I wasn't looking ... I felt you kiss me goodnight
And I felt loved.*

*When you thought I wasn't looking ... I saw tears in your eyes
And I learned that sometimes things hurt, but it's all right to cry.*

*When you thought I wasn't looking ... I saw you cared
And I wanted to be everything I could be.*

*When you thought I wasn't looking ... I looked ...
And wanted to say thanks for all the things I saw
When you thought I wasn't looking*

Dear Parents,

On behalf of the administration, faculty and students, I would like to express my gratitude for your generosity in sharing your time and talents with us in the past.

As a new school year begins, we again need to ask All parents to become involved in school projects and fundraisers. Please take a few moments to read about the following opportunities and sign up to serve on some of our committees. It's a great way to get involved and meet other school parents!

Thank you for your cooperation and support.

Peace and Blessings.
Virginia Miller, Principal

ST. PETER SCHOOL

A Child-centered, Caring, Catholic Community dedicated to providing each child with a strong Spiritual and Academic Foundation.

SCHOOL MISSION

St. Peter School community, as part of St. Peter Parish, is called to create a Christian environment in which we proclaim the Word of God by modeling Christian values and Catholic truths as proclaimed by the Gospel.

We will assist the students in growing their understanding of Catholic traditions and their knowledge of God, and help them consciously build a personal relationship with Him. We are committed to a quality education that prepares students to be people of faith, lifelong learners and to serve the broader community.

What is a Volunteer?

A volunteer is an adult who is willing to give time and talent to help as a member of the educational process. A volunteer does not assume the responsibility of classroom operation—that is under the jurisdiction and supervision of the classroom teacher.

Volunteers are playing an increasingly vital role in the educational process because they:

- Improve instruction by allowing more individual help to students under the direction of the teacher.
- Increase school community relations by showing children the relevance of their education.
- Enrich curriculum by exposing children to the volunteer's own special interests, hobbies and knowledge.
- Provide opportunities to close the generation gap.

Please sign up to volunteer in several areas that interest you, and please understand that the staff and principal need to assign volunteers for various tasks based upon many different factors, including the number of people who offer to help in any particular area.

All volunteers who have regular contact with children will:

- Complete the volunteer enrollment form
- Submit to a criminal background check
- Read the Code of Ethical Standards and the mandatory Reporting Responsibilities, sign and submit the attached verification statement to the principal.
- Attend a "Protecting God's Children" awareness session within 90 days of the start of service.

School/Parish Committees
Marketing, Development, Technology

Marketing Committee

Coordinators:

Time: Meetings held in the evening about once per month. Help at functions planned by the committee.

The Marketing Committee plans and develops ideas that will promote our school throughout the community and attract new families, while communicating with Current school families about all the positive things going on at SPS. Some Activities planned by this committee have included the Open House in February for prospective families, floats that have been entered in parades, movie nights, and a Slingerfest booth.

Development Committee

Time: Varies depending upon activities planned by committee

The Development Committee was formed to help develop a vision for the future of St. Peter School and determine the steps to achieve it. Some areas where the committee need volunteers:

- Alumni Newsletter Reporters-Interview alumni, help write articles, help with typing newsletter which is published 3 times per year.
- Grant Writers-Work on researching information and writing proposals for grants that would benefit the parish and school.
- Alumni Record Keepers-Enter and update names and addresses of alumni in database.
- Alumni Social Coordinator/Committee Members-Organize alumni social.

Technology Committee

Time: About 3 meetings per year

Plan for the technological needs and growth of the parish and school.

Fundraisers

Annual or one-time events

Maxwell Street Days

Coordinator: Jackie Schuh & Melissa Geittmann

Time: 1 day in July

Help plan, organize, and work at the Hartford Maxwell Street Days event in July. Grilling, and serving brats, burgers, etc...

Magazine fund drive

Time: Several hours per week during 2-week fund drive

Meet with principal and magazine representative to plan and organize the fund drive and set goals. Promote sales, collect orders, tally, organize information for promoting the event, distribute prizes, record keeping, order prizes, submit money, complete all paperwork and submit to principal at the end of fund drive.

Candy sale

Coordinator: Needed

Time: A few hours during 2 week sale

Help to order and distribute candy to school families and collect money.

Fish fry

Coordinator: Vicki Milkus

Time: Several hours leading up to event in Spring

Help to plan and organize the event.

Plant/Flower Sale

Coordinator: Melissa Geittmann

Time: A few hours in the weeks leading up to Spring

Order flowers, organize helpers to assist with delivery/pick up, submit financial report after sale.

During the School Day

Lunchroom/Playground Supervision

Coordinator - Needed

Time: 11:35 – 12:30

Parent supervisors spend part of their time supervising a group of children while they eat lunch and stay with that group as they play outside during their recess time.

Please sign up to help when you can. Some parents are able to come once per week—others sign up once or twice per month. Four supervisors are needed each day.

Training and a handbook for supervisors are provided.

Health Room Volunteer

Coordinator - Melissa Geittman

Time: 11:40—12:30 (during lunch time)

The health room volunteer greets children and assesses their injuries, cleans and assesses wounds for seriousness. The child's name and information needs to be documented, and the Principal needs to be alerted to any serious injuries or concerns. A Red Cross training session is required. Confidentiality is important.

The Coordinator sets the schedule and schedules Red Cross training for volunteers.

Hot Lunch Server

Coordinator: Sue Wolf

Time: 11:20—1:00 on rotating schedule

Hot Lunch Servers will be responsible for transporting items from Slinger Elementary School to St. Peter Church Hall, serving food to children, and clean up.

Please sign up to help when you can. Some parents are able to come once per week—others sign up once or twice per month. Two servers are needed each day.

Fundraisers

Ongoing

Library and Media Center

Time: 1 hour or more pre week

Read to children, checkout books for children, shelve returned books, not overdue books, assist with inventory, dust the library and other clerical tasks.

Tutoring

Time: Varies depending upon student needs

Work with an individual or several students under the guidance of a teacher. Confidentiality is required.

Room Mothers/Fathers

Time: Varies depending upon teacher needs

Work with classroom teacher on projects, celebrations, and field trips, including calling other classroom parents to help with and send treats for celebrations. You may also be asked to assist as part of the emergency hotline for school closings.

Reading is Fundamental (R.I.F.) Committee

Time: Selection and ordering (approx. 2 hours) and Distribution (approx. 2 hours) for each or 3 programs held during the school year.

Help to select, order and distribute books to the children at the R.I.F. programs. Help to make the programs festive and arrange for treats and refreshments.

Student Council Advisors

Time: 2-3 hours per month

Meet with Student Council representatives from K-5 to plan and organize service Projects and promote school spirit.

SCRIP volunteers

Coordinators: Jackie Schuh

Time: Once every 1-2 months after 1 Mass.

Volunteers sell SCRIP certificates after weekend masses.

Market Day

Coordinator: Vicki Milkus

Time: Once per month from 3:00—5:15 p.m.

Volunteers help unload boxes from the conveyor, unpack and organize products, and help fill customers' orders.

Box Tops for Education

Time: 3-4 hours per month

Collect Big G Box Tops for Education from containers provided at Church and school. Cut and bundle box tops for shipping. Promote the program by writing announcements for the school newsletter and bulletin.

Kemps Give 'Em Five and Kids Caps and Cash

Time: 2-3 hours per month

Collect and ship qualifying caps from Kemps. Prepare and submit news releases about the programs for the church bulletin and school newsletters. Promote the programs in the school. Create contests for students and parish for greater participation in the program.

Campbell's Soup Labels

Time: About 2 hours per week

Volunteers collect, cut and bundle labels for shipping. Duties also include promoting the program throughout the school and parish by writing announcements for the school newsletter and church bulletin.

McDonald's Receipts

Coordinator: Sandi Dhein

Time: Varies depending upon number of receipts.

Collect receipts monthly from containers in school and church, total and submit them to McDonald's. Help to promote the program.

After School
Working with Children

Parades

Coordinator: Sue Spitz, Cheryl Pope
Time: 2-3 events in the summer

Help decorate floats for the St. Lawrence (July) and Allenton (August) parades.

Movie Night

Coordinator: Roger Freeman
Time: once a month

Help set-up, clean-up, make popcorn and serve refreshments at Friday Night at the Movies.

Catholic Schools Week/Teacher Appreciation Week Luncheons

Coordinator: Needed
Time: 2-3 times per year

Help plan and organize luncheons for teacher/staff during the school year.

Spiritwear

Coordinator: Sue Wolf
Time: Approx. 2 times per year

Contact companies for quotes on Spiritwear costs, design and distribute order forms to families, tally orders, collect money, and distribute items.

Spiritwear/Uniform Resale

Coordinator: Janet Lundean
Time: 2 time per year

Schedule and send out notices to families, organize and price items, be available during resale times.

Family Fun Night

Coordinator: Needed
Time: Approx. 5 hours

Plan, schedule, and organize Home & School Family Fun Night.

School Picnic

Coordinator: Suzanne Griesbach, Roger Freeman
Time: 2 days

Help with planning and organizing the school picnic for families in September.

Destination Imagination Coaches

Coordinator - Mary Yauck

Time: Meetings once per week from September- March. More often as competition approaches.

Coaches facilitate small groups of students to work as a team toward a unique solution to a D.I. problem.. Coaches help develop students' problem solving skills, encourage creativity, encourage teamwork and cooperation.

Miscellaneous Opportunities

School Sign

Coordinator: School Secretary

Time: Short time once or twice per month

Change messages on school sign in front of school.

Lettering/Calligraphy

Time: Varies

Help with lettering certificates, signs or posters

Welcoming Committee Coordinator and Members

Coordinator: Needed

Time: Several contacts throughout the year

Welcome new families to St. Peter School. Answer questions or direct them to the person who can best answer. Extend invitations to events and meetings.

Career Day Committee

Coordinator: Needed

Time: Several hours during one month for planning

Help plan and organize the day. Contact individuals to be presenters for the event.

Field Day Committee

Time: About 3 hours in preparation for end-of-year event

Help staff member plan and organize activities for Field Day.

Parent Involvement Coordinator

Time: Varies

Oversee the volunteer program. Publicize volunteer activities, coordinate and schedule volunteers, solicit and welcome volunteer help from parish members.