

SACRED HEART SCHOOL
PARENTAL INVOLVEMENT PROGRAM
(PIP)

2011 – 2012

Dear Parents,

The Parental Involvement Program was formed in 1989-1990 to establish parental involvement guidelines for Sacred Heart School. The PIP program is a huge success and allows parents to be involved in various activities throughout the school year. PIP also takes into account those working parents who are unable to give their time at school and allows for hours to be earned through other activities.

This PIP package has been compiled for your convenience and reference. We ask that you read this packet and place them in a convenient location to refer to during the school year. **The last page of this package is to be signed and returned to school by September 1, 2011. You must return this form in the beginning of the school year for your PIP hours to be added to your account throughout the year.**

If you have any questions concerning PIP, please feel free to contact Christie Monroe, PIP Coordinator, at (225) 223-9900 or through email at pip@sacredheartbr.com. Thank you for all your help, concern, and love for Sacred Heart School. Have a blessed school year.

Sincerely,
Christie Monroe
PIP Coordinator

SACRED HEART SCHOOL PIP GUIDELINES

Parental Involvement Program (PIP) is a policy of Sacred Heart School and was implemented to involve parents in our school/parish programs. The PIP is limited to Sacred Heart School and Parish activities as listed in the Sacred Heart School PIP directory. PIP hours are services rendered to Sacred Heart that will help reduce the cost of operating the school campus. The following guidelines created by the PIP Committee outline the PIP policy for implementation this school year.

1. At the start of the school year a general packet of PIP information will be given to each family. The packet will include the following:
 - A. A copy of the Sacred Heart School guidelines on PIP.
 - B. A PIP guideline parent's signature form to be returned to the PIP Coordinator.
 - C. A PIP directory listing jobs from which parents can accrue PIP hours. The list will include a job description, hours allowed, and a contact person with his/her telephone number.
 - D. A supply of PIP forms for reporting hours worked.
2. PIP requires that each family enrolled at Sacred Heart School work a total of 15 hours during that school year, from August through May. A letter will be sent via your child at the end of each nine-week period, except the last nine-weeks which will be sent in early May.
3. Those families not completing the required 15 hours will be billed a PIP fee according to the hours not worked. The PIP payment fee is based on \$10.00 for each hour of work not performed or not reported. Example: Five (5) hours of work not recorded times \$10.00 equals \$50.00 for your PIP payment fee.
4. Families not completing their hours by the end of the third nine-week period will be sent a special letter showing the number of hours recorded, the number of hours worked, and the PIP fee owed as of that date. The first week of May, a SHS PIP fee statement will be sent to parents with less than 15 hours. A second PIP fee statement will be sent to any parent not completing or reporting their hours two weeks prior to the closing date of school. Make your PIP fee check payable to Sacred Heart School, and at the bottom of the check write PIP. If this payment is not received by the last week of school, your child's report card will be held until payment is received.
5. If you choose not to work any PIP hours send a check for \$150.00 payable to Sacred Heart School, and at the bottom of the check write PIP. If this payment is not received by the last week of school, your child's report card will be held until payment is received.
6. Hardship cases will be considered on a case by case basis. If you have a problem working your 15 hours contact the PIP Coordinator as soon as possible. It is very important that we note this to your account. An immediate family member can assist during this hardship time.
7. The school administrators, school clubs, and school and parish organizations are requested to plan projects to utilize PIP help in their programs. Acceptable projects will include those that efficiently operate a program that can be accomplished by using parents' talents and expertise.

8. The projects will be advertised in the Tuesday Newsletter or by a special bulletin. If you cannot help with these projects talk to your child's Teacher, Room Parent, Cafeteria Director, the Librarian, the Development Office, Home and School Association Officers, or the school Nurse. They may be able to give you a task to perform to earn hours.
9. Any item given to the school such as bulk supplies, bulk maintenance products, or bulk items may be counted for PIP hours, but must be pre-approved by the PIP Coordinator.
10. All PIP forms must be filled out and turned in by the individual parent to the Committee Chairperson, if the PIP hour pertains to a specific event or Room Parent, if the PIP hour pertains to class activity. These forms must be signed by the Committee Chairperson, Room Parent or Supervisor of the event and presented to the PIP coordinator for recording. You may email hours to the Committee Chairperson, Room Parent, or Supervisor for verification and they will in turn forward these verified hours to the PIP Coordinator for recording.
11. Each hour worked the day of the Fall Fest will be counted for double PIP hours.
12. Set-up and day/night of the Auction will be counted for double PIP hours.
13. The following individuals routinely commit more than 15 hours a school year towards school and parish activities: PIP Exemptions:
 - School Advisory Board Members
 - Home and School Officers
 - Men's Club Officers
 - Boys' Scout Masters/ Assistant Scout Masters/ Den Mother
 - Girl Scout Troop Leader/ Co-Leader
 - Youth Ministry Director
 - Committee Chairs (As outlined by Home and School Association)
 - Room Parents
 - Coaches (Teams associated with SHS)

It is your responsibility to report any hours above the exemption hours given. (i.e. If someone is the 8th grade Room Mom (15 hours) and a Girl Scout Troop Leader (15 hours) – their total exempt hours would be 30.
14. If you are an employee of Sacred Heart School, you are only allowed to earn PIP hours before or after a work day or on approved time off.

The last day to report PIP hours for any school year is 2 weeks prior to the end of the school year. Hours accrued after the last day of school will be applied to the next academic year.

If you have any questions as to how to earn PIP hours, please contact the committee chairs listed on the following pages, as well as class teachers, front office, etc.

Sacred Heart School and the SHS Home and School Association would like to thank you for volunteering your valuable time and hard work to the school, the children, and the Parental Involvement Program (PIP). With parents like you, Sacred Heart School is truly blessed and able to accomplish many tasks. That is why Sacred Heart School is such a wonderful school. Thank you!

PIP DIRECTORY: SCHOOL

CAFETERIA

Contact: Dan Boudreaux
dbassociates2004@yahoo.com
Cafeteria Manager
Phone: 344-7602

- A) Serve lunch hr./hr.
Daily, Weekly, or monthly:
10:45 – 12:30, M – F
Full shift = 2 hrs

CLASS INVOLVEMENT

Contact: Room Parent or Teacher

- A) Class party 1 hr
(assisting, set up, clean up)
B) Field Trip hr./hr.
C) Assisting teacher in class hr./hr.
D) Sharing talents, skills, helping
teacher with projects hr./hr.
E) Other activities TBD by School

CLERICAL

Contact: School Office
Phone: 388-7481

- A) Typing hr./hr.
B) Office Helper hr./hr.
C) Filing hr./hr.

DEVELOPMENT OFFICE

Contact: Tricia Hurdle
thurdle@sacredheartbr.com
Phone: 343-5728

- A) Bulk Mailing
B) Phone Calling
C) Special Event Receptions
1) Event Chair hr./hr.
2) Set up and clean up hr./hr.
3) Serving hr./hr.
4) Refreshments (with prior
Approval) hr./hr.

LIBRARY

Contact: Ms. Catherine Fontenot
cfontenot@sacredheartbr.com
Phone: 388-7481

- A) Assist librarian hr./hr.
(8:30 – 3:00, M-F)
B) Book Fair
1) Assist children/select books hr./hr.
2) Collect money hr./hr.
3) Counting money hr./hr.
C) Accelerated Reader Prize Day hr./hr.

NURSE

Contact: Nurse Klare Joyce
kjoyce@sacredheartbr.com
Phone: 383-5216

- A) Hearing and Vision Screen
1) Helping with screening hr./hr.
2) Doing actual screen hr./hr.
3) Bring students to and from class hr./hr.

TECHNOLOGY

Contact: Lisa Cosse'
lcosse@sacredheartbr.com
Phone: 388-7481
Todd Sterling
Toddsterling@aol.com

- A) Assist with technology needs of the
school and parish hr./hr.

ATHLETICS

Contact: Coach Cornell
cchristophe@sacredheartbr.com
Phone: 344-8721

- 1) Concessions/ Gatekeeper hr./hr.
2) Scorekeeper hr./hr.
3) Assist Athletic Department as needed
(with prior approval) hr./hr.

PIP DIRECTORY: HOME AND SCHOOL ASSOCIATION

Co-Presidents: Bridgette Akin
bakin70@gmail.com
Amy Allemond
allemond1@cox.net

Co-Vice Presidents: Jennifer Jones
Jennjones626@gmail.com
Christie Monroe
edecuir@yahoo.com

Secretary: Erin Bradford
pourciau@hotmail.com
Alyson Nass
ahnass@cox.net

Treasurer: Suzanne Aucoin
zonaucoin@bellsouth.net
Trisha Rawlinson
tcom1078@aol.com

HOME AND SCHOOL MEETINGS

1) Attend meeting (per person) hr./hr.
2) Assist at registration table hr./hr.
3) Set up, serve, clean up hr./hr.
4) Attend committee meetings hr./hr.

FALL FUND RAISER

Contact: Vickie Cook
Vickie18@cox.net

1) Assist with checking orders hr./hr.
2) Assist with counting money hr./hr.
3) Assist with distributing prizes hr./hr.

PIP COORDINATOR

Contact: Christie Monroe
pip@sacredheartbr.com

1) Assist PIP Coordinator as needed hr./hr.

ROOM PARENT

Contact: Jennifer Jones
jennjones626@gmail.com
Christie Monroe
edecuir@yahoo.com

1) Plan activities throughout the year for
your child's class hr./hr.
2) Supervisor of class booth for Fall Fest hr./hr.

SCHOOL DIRECTORY

Contact: Adrienne Bowser
ggab@bellsouth.net

1) Assist with proofreading hr./hr.
2) Assist with distribution hr./hr.

TIGER SHOP

Contact: Hope Leger
hopel1959@yahoo.com

1) Assist chair with organizing, sorting, and selling
tiger shop items. hr./hr.
2) Assist with processing orders hr./hr.

SCHOOL SUPPLIES

Contact:

1) Assist with taking and processing
orders hr./hr.
2) Assist with organizing, sorting and
distributing supplies hr./hr.

FALL FEST

Contact: Jennifer Feduccia
Jennifer@holidayhallmark.com
or fallfest@sacredheartbr.com

1) Work fair booth (day of fair) 2 hr./hr.
2) Set up, take down, clean up 2 hr./hr.

****Donated items must receive pre-approval from
Fall Fest Chairs or PIP Coordinator to be
recorded****

AUCTION

Contact: Tara Elliott
Ctelliott@startelco.com
Julie Perrault
julieperrault@cox.net

1) Work auction (day of auction) 2 hr/hr
2) Set up, take down, clean up 2 hr/hr

ART FAIR

Contact: Art Teacher
388-7481

1) Working day of Art Fair hr./hr.
2) Helping set up (before & day of) hr./hr.
3) Taking down displays hr./hr.

USED UNIFORMS

Contact: Lisa LaCour
lucille1@cox.net

- 1) Organize and plan sales hr./hr.
- 2) Collect clothes hr./hr.

- 3) Set up and Clean up hr./hr.
- 4) Work the sale hr./hr.

PIP DIRECTORY: SACRED HEART PARISH

ALTAR SERVERS

Contact: Brian Dykes
Bdykes333@cox.net

- 1) Fund Raising Activities hr./hr.

- 5) Bingo hr./hr.
- 6) Monthly meetings hr./hr.

ATHLETICS (CSAL, CYO, BREC)

Contact: Coach Cornell Christophe
cchristophe@sacredheartbr.com
Phone: 344-8721

- 1) Concessions hr./hr.
- 2) Scorekeeper hr./hr.
- 3) Coach Exempt
- 4) Assistant Coach hr./hr.

SCOUTING

Contact: Jennifer Jones
Jennjones626@gmail.com

- 1) Girl Scout Troop Leader/ Co-Leader Exempt
- 2) Scout Master/ Den Mother Exempt
- 3) Camping hr./hr.

MAINTENANCE

Contact: Wayne Burbank
wburbank@sacredheartbtr.com
Phone: 383-7481

- 1) Painting, plumbing, electrical, carpentry hr./hr.
- 2) Landscaping hr./hr.
- 3) Window washing, special cleaning hr./hr.

JR. HIGH YOUTH MINISTRY

Contact: Chelsea Colomb
Ccolom3@tigers.lsu.edu or
youthgroup@sacredheartbtr.com
Phone: 387-6671

- 1) Youth Ministry Director Exempt
- 2) Assist with youth ministry activities and activities hr./hr.

MEN'S CLUB

Contact: Charles Pecquet
Cpecqu1@lsu.edu

- 1) Fund Raiser Dinners hr./hr.
- 2) LSU Concession Worker hr./hr.
- 3) Spirit Weekend worker hr./hr.
- 4) Maintenance work weekend hr./hr.

ACTIVITIES THAT DO NOT COUNT

- ☞ Attending Mass, plays, or ball games
- ☞ Turning in Campbell Soup labels or Community Coffee labels
- ☞ Selling fundraiser items or SH Fair Raffle tickets

EXEMPTION HOURS

Innisbrook Chair	15 hours
Wreath Chair	15 hours
Fall Fest Chair	60 hours
Cafeteria Coordinator	60 hours
Auction Chair	60 hours
Directory Chair	20 hours
Tiger Shop Chair	30 hours
School Supplies Chair	15 hours
Used Uniforms Chair	15 hours
Teacher Cake Coordinator	15 hours
PIP Coordinator	60 hours
Room Moms:	
Pre-K/Kindergarten	40 hours
1st-4th	25 hours
5th-8th	15 hours

SACRED HEART SCHOOL PIP FORM

Student's name _____

Parent's name _____

Committee Served _____

Job Description _____ PIP Hour/s _____

Comments _____

Signature of Supervisor, Committee Chair, or Room Parent: _____

Committee examples: Altar Servers, Athletics, Cafeteria, Class, Development, Home & School, Library, Men's Club, Maintenance, Nurse Aide, Fall Fest, Scouts, Used Uniforms, Youth Ministry, Maintenance, etc.

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SACRED HEART SCHOOL PIP GUIDELINE AGREEMENT

DUE: SEPTEMBER 1, 2011

I have read and understand the policies stated in the PIP Guidelines and PIP directory and agree to abide by them.

Child/ren at SHS: _____

Parent's Name/s: _____

Address: _____

Phone: (Home/Cell): _____

Parent's Signature: _____ Date: _____