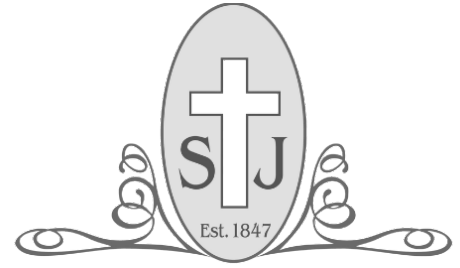


St. James Parent Engagement Policy

Effective June 1, 2025



Our Mission

St. James strives to build a strong relationship among parents, teachers and children. To do so, all parents of students attending St. James K-8 School must volunteer each year. Generations of parishioners have built our school and parish community at St. James. Each with a desire to form the next generation of disciples and citizens. We are blessed by the support of dedicated parishioners for our parish's largest mission, St. James School.

Parishioners are happy to help support the firmly Catholic education that St. James offers with the expectation that these families in turn will invest back into the parish and school as a volunteer and further engage in their own faith development. To keep this amazing work alive we have created guidelines to outline our expectations and accountability. Keeping God in the classroom and families is our focus.

We welcome and invite you to join us in strengthening our community of stewardship.

Mission Hour Guidelines

The volunteer year will begin on June 1st and end on May 31st of the following year.

This policy applies to all families, including parishioner, non-parishioner, Catholic, non-Catholic and deanery with one or more children attending St. James K – 8th grade.

- Families will receive an electronic and written copy of St. James Parent Engagement Policy.
- Families will receive an annual written policy acknowledgement, to be kept on file in SJ School office.
- Each family will be required to volunteer 25 approved hours per volunteer calendar year.
 - Any family member or friend may complete these hours up to 10 hours unless other permissions have been obtained but non-family members must designate in advance that they are completing these hours for a particular family. This is done by the donor family informing the school volunteer coordinator in writing via the school.
 - Only TWO primary parents / guardians per family should register accounts. Primary account holders will enter in additional family member's volunteer hours.
 - Any hours recorded past May 31 of the calendar year will be submitted for the current year. NO hours are retroactive.
- Volunteer opportunities will be communicated regularly and are listed on our website.
- Fees & Eligibility
 - If these hours are not completed by May 31st, you will be billed for the difference in these hours. This charge will be \$30/hour not fulfilled. These fees must be paid by June 31st to maintain enrollment for your child for the following year (even if proper paperwork has been submitted).
 - There are no exemptions for faculty or parish staff.
 - Families may elect to make a payment in advance at the beginning of the school year to be exempt from these hours. The value of each hour is calculated at \$30/hour so a family required to complete 25 hours would pay \$750. This payment cannot be counted towards the charitable

deductions you make to the parish as it is a required fee and not a charitable contribution. In addition, if you opt out of the volunteer hours program you will not be refunded for hours completed. Please notify Eric Chamberlain at echamberlain@evdio.org if you wish to opt out.

- All fees will be billed through the FACTS system.
- Monetary donations towards fundraising activities will not be awarded volunteer hours.
- Approved events will be designated at the time of sign up or request. Volunteer attendance at approved events is required to log hours.
- Mid Year or new student enrollment: Hours will be prorated based on the volunteer year quarter for all new or incoming students. The following timeline will apply for the 2025-2026 school year. :
 - Students registered between June 1 - August 31 will require 25 hours.
 - Students registered between September 1 - November 30 will require 20 hours.
 - Students registered between December 1 - February 29 will require 12.5 hours
 - Students registered past March 1 will require 5 hours prior to May 31.
- Hours must be logged by each family in Track It Forward. These are being tracked and monitored throughout the year. Visit <https://www.trackitforward.com/site/st-james-catholic-school> to register.

Volunteer Eligibility Requirements Being Finalized