

SACRED HEART SCHOOL  
PARENTAL INVOLVEMENT PROGRAM  
(PIP)  
2017-2018

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. This information will remain on the Sacred Heart of Jesus School website for the remainder of the year. Should there be any changes or updates regarding PIP hours, they will be announced in the Tuesday Newsletter.

If you have any questions concerning PIP, please feel free to contact Lori Stoeckle, PIP Coordinator, at 225-252-3564 or through email at [PIP@SacredHeartBR.com](mailto:PIP@SacredHeartBR.com). Thank you for all your help, concern and love for Sacred Heart School. Have a blessed year.

Sincerely,  
Lori Stoeckle  
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. This packet will be posted on the Sacred Heart School website ([www.sacredheartbr.com](http://www.sacredheartbr.com))  
The packet will include the following:
  - A. A copy of the Sacred Heart School guidelines on PIP
  - B. 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.
2. PIP requires that each family enrolled at Sacred Heart School work a total of 15 hours during that school year, from May through April. A statement 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 \$20.00 for each hour of work not performed or not reported. Example: Five (5) hours of work not recorded times \$20.00 equals \$100.00 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. Make your PIP fee check payable to Sacred Heart School, and at the bottom of the check write "PIP" and include your child's name. If this payment is not received by the last week of school, your child's report card will be held until payment is received. Your child may also not participate in end of the year events until payment is made.
5. If you choose not to work any PIP hours, send a check for \$300.00 payable to Sacred Heart School, and at the bottom of the check write "PIP" and include your child's name. If this payment is not received by April 30, 2018, your child's report card will be held until payment is received. Your child may also not participate in end of the year events until payment is made.
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. With administrative approval, an immediate family member can assist during this hardship time.
7. Hours are to be completed by parents, grandparents or guardian. Any other person, including other family members need administrative approval.
8. 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.

9. 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, the Librarian, the Advancement Team, Home and School Association Officers or the School Nurse. They may be able to give you a task to perform to earn hours.
10. 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 administration and the Home and School Association.
11. All individuals are required to sign-in on PIP sign-in forms at the event for which they are working. The sign-in sheets will be turned in by the committee chair to the PIP Coordinator for recording.
12. Each hour worked the day of the Fall Fest will be counted for double PIP hours with a maximum of 28 hours per family.
13. Set-up/clean-up and day/night of the Auction will be counted for double PIP hours.
14. The following individuals routinely commit more than 15 hours a school year towards school and parish activities: PIP Exemptions:
  - School Advisory Board Members
  - Room Moms
  - Home and School Officers
  - Men's Club Officers
  - Cub Scout Masters/Assistant Scout Masters/Den Leader
  - Girl Scout Troop Leader/Co-Leader
  - Youth Ministry Director
  - Committee Chairs (as outlined by Home and School Association)
  - Coaches (Teams associated with SHS)
15. Employees of Sacred Heart School are exempt from earning PIP hours.
16. Administration makes all final decisions regarding PIP.

The last day to report PIP hours for any school year is April 30th. Hours accrued after this date 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

## **CLASS INVOLVEMENT**

- Contact: Room Parent
- Class party (set up and clean up) 1hr
- Contact: Teacher
- Field Trip hr/hr
  - Assisting Teacher in class hr/hr
  - Sharing talents, skills, helping teacher with projects hr/hr
  - Other activities TBD by school hr/hr
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## **Clerical**

- Contact: School Office  
388-7481
- Typing hr/hr
  - Office Helper hr/hr
  - Filing hr/hr
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## **Advancement Team**

- Contact: School Office  
388-7481
- Bulk mailing hr/hr
  - Phone calling hr/hr
  - Special Event Receptions
    - Event Chair hr/hr
    - Set up and clean up hr/hr
    - Serving hr/hr
    - Refreshments hr/hr*(with prior approval)*
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## **LIBRARY**

- Contact: Ms. Lizzie Cossé  
lcosse2@sacredheartbr.com
- Assist librarian hr/hr
  - Book Fair
    - Assist children/select books hr/hr
    - Collect money hr/hr
    - Counting money hr/hr
  - Accelerated Reader Prize Day hr/hr

## **NURSE**

- Contact: Nurse Klare Joyce  
kjoyce@sacredheartbr.com  
383-5216
- Hearing and Vision Screen
  - Helping with screening hr/hr
  - Doing actual screen hr/hr
  - Bring students to/from class hr/hr
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## **TECHNOLOGY**

- Contact: Lisa Cossé  
lcosse@sacredheartbr.com
- Assist with technology needs of the school and/or parish hr/hr
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## **ATHLETICS**

- Contact: Coach Cornell  
cchristophe@sacredheartbr.com  
344-8721
- Concessions/Gatekeeper hr/hr
  - Scorekeeper hr/hr
  - Assist Athletic Department hr/hr  
*(with prior approval)*
  - Coach \*See exemptions pg 6
  - Assistant Coach \*See exemptions pg 6
  - Auxiliary Helpers hr/hr
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# PIP DIRECTORY: HOME & SCHOOL ASSOCIATION

## Co-Presidents:

Bobbie Hunter      bobbiehunter@me.com  
Bridget Akin      bakin70@gmail.com

## Co-Vice Presidents:

Amy Daughdrill      daughdrill\_a@yahoo.com  
Trisha Rawlinson      trisharawlinson@aol.com

## Secretary:

Karleen Green      karleen.green@phelps.com  
Julie Massey      julie\_massey2000@yahoo.com

## Treasurer:

Pam Keowen      pk123@cox.net

## Past President:

Kim Landry      kimlandry.shs@gmail.com

## ART FAIR

Contact:      Art Teacher  
388-7481

- Working day of Art Fair      hr/hr
- Helping set up (before & day of)      hr/hr
- Taking down displays      hr/hr

## AUCTION

Contact:  
Amy Daughdrill      daughdrill\_a@yahoo.com

Procurement:  
Shaye Sable      ssable@dslc.com  
Dawn Davis      d2dpaint@bellsouth.net

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

## FALL FEST - (10/14/16)

Contact:  
Courtney Gustin      cgustin@braf.org  
Erica David      ericabdavid@gmail.com

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

**\*\*\*Donated items must receive pre-approval from  
Fall Fest Chairs\*\*\***

**\*\*Maximum of 28 PIP hours per family\*\***

## Tiger Trails Walk/Run

Contact:  
Dechelle Simon      dechelle.simon@gmail.com  
Julie Manchester      jbdm\_99@yahoo.com

- Assist with taking orders      hr/hr
- Assist with counting money      hr/hr
- Assist with distributing prizes      hr/hr

## HOME AND SCHOOL MEETINGS

- Attend H&S Parent Meeting (per parent)      1 hr
- Set up, serve, clean up      hr/hr
- Attend committee meeting      hr/hr
- More opportunities will be announced

## PIP COORDINATOR

Contact:  
Lori Stoeckle      pip@sacredheartbr.com

- Assist PIP Coordinator as needed      hr/hr

## ROOM PARENTS

Contact:  
Amy Daughdrill      daughdrill\_a@yahoo.com  
Trisha Rawlinson      trisharawlinson@aol.com

## SCHOOL SUPPLIES

Contact:  
Estella Journee      ejournee@sfbccic.com

- Assist with taking and processing orders      hr/hr
- Assist with organizing, sorting, and distributing supplies      2 hr/hr

## TEACHER APPRECIATION

Contact:  
Allison Ray      aa\_heber@bellsouth.net  
Katie Bodin      katiegbodin@gmail.com

- Assist with Teacher Appreciation Luncheons      hr/hr

## TEACHER/FACULTY CAKES

Contact:  
Danielle Laird      dcjlaird@gmail.com

- Bring/Bake Cake for H&S Monthly Teacher Birthday Recognition      2 hr

## TIGER SHOP/USED UNIFORMS

Contact:  
Jennifer Thibodeaux      jthibodeaux@catholichigh.org  
Jennifer Broussard      jenncbroussard@cox.net

- Assist chair with organizing, sorting and selling tiger shop items      hr/hr
- Assist with processing orders      hr/hr
- Assist with Used Uniform Sales      hr/hr

# PIP DIRECTORY: SACRED HEART PARISH

## **ALTAR SERVERS**

Contact: Deacon David Dawson  
ddawson@sacredheartbr.org

- Fundraising Activities hr/hr

## **MAINTENANCE**

Contact: Gene Baker  
facilities@sacredheartbr.org

- Painting, plumbing, electrical, carpentry hr/hr
- Landscaping hr/hr
- Window washing, special cleaning hr/hr

## **MEN'S CLUB**

Contact: Landis Manchester  
LJMMANCHESTER@GMAIL.COM

- Attend meetings 1 hr
- Maintenance work weekends 2 hr/hr

## **JR. HIGH MINISTRY**

Contact: Lori Tomecek  
ltomecek@sacredheartbr.org

- Youth Ministry Director hr/hr
- Assist with youth ministry activities hr/hr

## **SCOUTING**

Girl Scout Contact: Holly Coleman  
hcoleman31@cox.net

- Girl Scout Troop Leader Exempt/60hr
- Girl Scout Troop Co-Leader Exempt/30hr
- Camping hr/hr (max 6hrs)

Cub Scout Contact: Eric Romero  
eromero@eatel.net

- Scout Master/Den Leader Exempt/60hr
- Assistant Den Leader Exempt/30hr
- Camping hr/hr (max 6hrs)

## **ACTIVITIES THAT DO NOT COUNT TOWARDS PIP HOURS**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Attending Mass</li> <li>• Attending Plays</li> <li>• Attending Ball Games</li> <li>• Attending Class Parties</li> <li>• Turning in Campbell Soup Labels</li> </ul> | <ul style="list-style-type: none"> <li>• Turning in Box Tops</li> <li>• Selling Fundraiser Items</li> <li>• Selling Raffle Tickets</li> <li>• Procuring Auction Items</li> </ul> |
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**Administration makes all final decisions regarding PIP**

If you have any questions regarding what will count towards PIP Hours, please contact the committee chair person or the Home & School Officers.

## **Sacred Heart School PIP Exemptions**

Auction Chair	60hrs	School Supplies Chair	60hrs
Coaches	60hrs	Scout Master/Den Leader	60hrs
Assistant Coaches	60hrs	Co-Den Leader	30hrs
Intramural Coaches	15hrs	Teacher Cake Coordinator	60hrs
Fall Fest Chair	60hrs	Tiger Shop Chair	60hrs
Girls Scout Troop Leader	60hrs	Used Uniform Chair	60hrs
Girls Scout Troop Co-Leader	30hrs		
PIP Coordinator	60hrs		
Room Moms	60hrs		