

THE ROMAN CATHOLIC  
ARCHDIOCESE OF WASHINGTON



**Home and School Association**

**Handbook**

**for**

**Archdiocesan Catholic Schools**

*Updated 2023*

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## MISSION STATEMENT

The Catholic Schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students.

## PILLARS OF CATHOLIC EDUCATION

### Catholic Identity

- Every Catholic school embodies Catholic identity authenticated by its mission.

### Academic Excellence

- All archdiocesan students experience a faith-filled rigorous learning environment where learner-centered instruction engages and encourages students to grow to their full potential to be able to contribute and make a difference for the greater good.

### Accessibility & Affordability

- The Roman Catholic Archdiocese of Washington schools achieve aggregate enrollment targets through improved operational vitality.

### Governance

- All archdiocesan schools have effective spiritual, instructional, and managerial leadership.

# **PURPOSE, OBJECTIVES, AND EXPECTATIONS**

## **Purpose**

The Home and School Association (HSA) is based on the importance of partnership between community and school. Parents, faculty, administration, and the community work together to support Catholic schools. The association is rooted in the mission of the Catholic schools and in accordance with policies of the Roman Catholic Archdiocese of Washington.

The primary role of the Home and School Association is to build community through school events and, when appropriate, support the school's fundraising goals as recommended by the School Advisory Board and the chief administrator and canonical administrator.

## **Objectives**

1. To promote and encourage communication and cooperation between parents, administrators, and teachers.
2. To promote and strengthen the ideals of Catholic education.
3. To provide a forum where ideas, desires, or comments can be shared.
4. To oversee all fundraising activities for the benefit of the school.
5. To raise funds to support the initiatives of the school.
6. To provide members with the means and opportunity to participate in religious, social, educational, and cultural programs.
7. To provide the school with the skills, talents, and time of parents in service to the school.

## **Expectations**

1. Serve as a vehicle for integration and connection of school to parish organizations and activities.
2. Ensure objectives and purposes set forth by school leadership are clearly defined and understood.
3. Foster a spirit of cooperation within the school community through activities and events.
4. Support educational programming.
5. Coordinate parent volunteer networks.
6. Fundraising activities are directed and approved by the principal and should not detract from the primary purpose of the organization.
7. In addition to the pastor and principal, representatives of the parents and of the lay and religious faculty should be members of the executive committee.

See Appendix A for Examples of Events and Activities for Home and School Associations

## STRUCTURE AND COMPOSITION

Members who serve on the Home and School Association should share the archdiocesan mission and vision of Catholic education. They need to be able to think globally, putting aside personal agendas, to make decisions for the good of the whole school community. They must be willing to work hard and meet often to accomplish their tasks. The roles below are not limited to these tasks.

As committees develop, roles will emerge from within those committees. Generally, a committee chair is identified and organizes the work of the committee in conjunction with an HSA executive officer.

Members include parents/guardians of children currently enrolled at the school, staff, faculty, and any member of the parish who is interested in the purpose for which this association is organized. Because members may have access to sensitive information, they may be asked to sign a *Confidentiality and Non-Disclosure Agreement*. This is at the discretion of the Pastor. See Appendix B.

### EXECUTIVE ROLES

#### President

- Presides over full committee and general membership meetings
- Prepares agenda and calendar for all meetings
- May act as a liaison between other parish and community groups
- Represents HSA at School Advisory Board meetings

#### Vice-President

- Acts in absence of President and performs other duties as assigned

#### Secretary

- Maintains written records of HSA activities
- Disseminates information
- Takes and maintains minutes for the Executive Committee meetings, full committee meetings, and general membership meetings
- Collects and maintains committee reports

#### Treasurer

- Submits regular reports to the Executive Committee, full committee and general membership
- Accountable for handling all monies of the HSA in accordance with ADW Policy 4472
- Develops, with the principal and other members, necessary processes for collecting, recording, reporting, and disbursing HSA monies

A sample agenda for Home and School Meetings can be found in Appendix C.

## **APPLICABLE POLICIES FOR CATHOLIC SCHOOLS (REV. 2022)**

The following policies are directly applicable to archdiocesan Catholic school advisory boards.

### **2010 Schools Operated by Parishes or the Archdiocese**

Throughout these policies the term “archdiocesan school” refers to those schools that are a program of a parish, a combination of parishes or of the archdiocese. These schools fall directly under the jurisdiction and ownership of a parish or the archdiocese. For convenience sake, even such parish schools are referred to as archdiocesan. Schools established and operated directly by parishes and/or the Archdiocese participate directly in the Church’s teaching ministry as “Archdiocesan Catholic Schools.”

### **2400 Level I Archdiocesan Catholic Schools Leadership**

All Level I schools owned and operated by the Archdiocese shall adhere to leadership policies regarding sponsorship, responsibilities, school leadership, advisory boards and major expansions and reduction of services.

### **2412 Archdiocesan Advisory Board of Education**

The Archdiocesan Board of Education shall be appointed by the Archbishop for the purpose of advising the superintendent regarding the status and operation of Archdiocesan schools under the jurisdiction of the Archbishop. It operates in accordance with the Board of Education bylaws approved by the Archdiocese.

### **3610 Home and School Association**

All Archdiocesan parish schools shall have a formal organization of parents and appointed school personnel, named the Home and School Association. The role of the Home and School Association is to build community by hosting school events and, when appropriate, supporting the school’s fundraising goals as recommended by the School Advisory Board and the chief administrator and canonical administrator. This association shall adhere to guidelines provided by the Catholic Schools Office.

### **4472 Accounting for Archdiocesan School Fundraising Revenue**

All revenue associated with Archdiocesan school fundraising sponsored by the School Advisory Board, the Home and School Association and other school-based clubs and organizations is an asset of the parish that is restricted for support of the Archdiocesan school and shall be maintained at the parish with the canonical administrator’s name on all accounts.

*Policies for Catholic Schools* can be found at

<https://adwcatholicschools.org/wp-content/uploads/2022/07/Policies-for-Catholic-Schools-2022-5th-Revision-FINAL-2.pdf>

## **LOCAL HOME AND SCHOOL ASSOCIATION ADMINISTRATION**

By-laws, membership expectations and dues, if applicable, are determined by individual schools.

Refer to Appendix D for an example of by-laws.

## **RESOURCES**

For more information about Catholic Home and School Associations, visit the National Catholic Education Association website: <https://www.ncea.org/>

# Appendix



## Appendix A

### EXAMPLES OF EVENTS AND ACTIVITIES

- Back-to-School Events
- Book Fair
- Book Study
- Breakfast with Santa
- Christmas Shop
- Faith Formation
- Fun Run Events
- Gala
- Golf Tournament
- Grandparents Day

- Guest Speakers – Parent Education
  - Parenting Strategies
  - Social Media Use
  - Mental Health
  - Preparing for High School
  - Bullying
  - Student Stress
- Lunch Programs
- Motivational Speakers
- Movie Screening
- Read-a-Thon
- Trivia Night

Appendix B

**CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT  
FOR PARISH AND SCHOOL VOLUNTEERS**

The contributions of dedicated volunteers provide invaluable support to parishes and schools here in the Archdiocese of Washington. A healthy corps of volunteers is a sign of a vibrant parish/school.

It is an indication of the importance of volunteers to our parishes and schools that some of them may be asked to perform duties that provide them access to information that is sensitive or confidential in nature. Without diminishing the expression of trust that such an assignment reflects, archdiocesan parishes are obligated to ask those volunteers, as a matter of prudence, to sign this agreement regarding the maintenance of the confidentiality of that information.

In performing your duties as a volunteer, you may receive certain information (whether in oral, written, or electronic form, or otherwise) from and about the parish, school or the Archdiocese and/or its affiliates, members, employees, volunteers or agents, including but not limited to, confidential, proprietary business information, confidential personnel information, confidential personal information, private information regarding parishioners, private information regarding donors, confidential or proprietary information regarding: finances or transactions, reports, policies, procedures, processes, strategies, proposals, plans, internal deliberations, or any other confidential, proprietary or private information not readily available to the general public. This agreement refers to such information as "Confidential Information."

By signing below, you agree that you will only access Confidential Information when performing your duties as a volunteer at the parish or school, and will only use Confidential Information to perform those duties. You agree to safeguard the confidentiality of any Confidential Information accessed by, in the possession of, or known to you with at least as much care as you would safeguard the confidentiality of the your own confidential information, and in any event with no less than a reasonable standard of care.

All Confidential Information accessed by and provided to you shall be the property of the parish/school and may only be distributed or reproduced with prior written approval from the pastor. You agree not to reveal or disclose, directly or indirectly, any Confidential Information to any person other than those to whom disclosure is necessary in the performance of your duties. You may not directly or indirectly reveal, report, publish or disclose Confidential Information to any entity or individual outside the parish without express permission from the pastor. You acknowledge and agree that your obligations under this agreement shall continue in full and in perpetuity, beyond any time at which you cease to be a volunteer at the parish.

Agreed upon by and between the parish and volunteer, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Parish/School

Volunteer

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## Appendix C

### Sample Agenda for Home and School Association Meetings

- Opening Prayer and Welcome
- Approval of Minutes from Last Meeting
- Treasurer's Report
- HSA President's Comments
- Guest Speaker (if applicable)
- Special Committee Reports
- New Business for Next Meeting
- Closing Prayer and Comments
- Meeting Adjournment

## Appendix D

### Example

#### Home and School Association By-Laws

*This is an example of general information contained in by-laws.*

##### ARTICLE I - Name

The name of this association shall be known as [SCHOOL] Home and School Association hereafter known as the HSA, in the Roman Catholic Archdiocese of Washington.

##### ARTICLE II - Purpose and Objectives

###### A. Purpose

The purpose of the HSA shall be to promote communication and cooperation between the school and the home, to organize service activities, and to foster parental involvement in the school community.

###### B. Objectives

The main objectives of the HSA shall be to:

1. To promote and encourage communication and cooperation between parents, administrators, and teachers.
2. To promote and strengthen the ideals of Catholic education
3. To provide a forum where ideas, desires, or comments can be shared.
4. To oversee all fundraising activities for the benefit of [SCHOOL].
5. To raise funds to support the initiatives of the school.
6. To provide members with the means and opportunity to participate in religious, social, educational, and cultural programs.
7. To provide the school with the skills, talents, and time of parents in service to the school.

##### ARTICLE III - Membership

All parents and guardians of a student currently attending [SCHOOL NAME], staff, faculty, and any member of the parish who is interested in the HSA.

##### ARTICLE IV - Executive Officers and Elections

- A. The Executive Officers shall be President, Vice- President, Treasurer, and Secretary. [Add others based on structure]
- B. Officers shall be elected by the majority of eligible voters present at the Annual General Membership meeting and shall enter upon their official duties on a mutually agreed upon date.
- C. Tenure of office shall be \_\_\_ years and shall be eligible to serve not more than \_\_\_ consecutive terms.

**ARTICLE V - Duties of Executive Officers**

A. The President shall:

1. Preside over full committee and general membership meetings
2. Prepare agenda and calendar for all meetings
3. May act as a liaison between other parish and community groups
4. Represent HSA at School Advisory Board meetings

B. The Vice-President shall:

1. Act in absence of President and performs other duties as assigned
2. [Oversee fundraising committees, Assist with...]

C. The Secretary shall:

1. Maintain written records of HSA activities
2. Disseminate information
3. Take and maintain minutes for the Executive Committee meetings, full committee meetings, and general membership meetings
4. Collect and maintain committee reports

D. The Treasurer shall:

1. Submit regular reports to the Executive Committee, full committee and general membership
2. Be accountable for handling all monies of the HSA in accordance with ADW Policy 4472
3. Develop, with the principal and other members, necessary processes for collecting, recording, reporting, and disbursing HSA monies

**ARTICLE VI - Meetings**

A. General Meetings

General meetings will be held \_\_\_\_\_ times per year.

B. Election Meeting

The last regular meeting of the year shall be designated as the annual meeting.

**ARTICLE VII - Nominations**

[Describe Process]

**ARTICLE VIII - Special Committees and Roles**

[Identify Committees and define Roles]

**ARTICLE IX - Additional content if needed**