

Home and School

The Home and School Association is TVJA's parent organization. It serves to draw the Home, Church and School closer together into a positive working relationship. Your Home and School is involved in many aspects of school life: Fundraising, Auction, Teacher Appreciation, Art-Smart program, the School Picnic/Open House and it coordinates all the room parents.

Why should you get involved with Home and School?

1. Studies show students who have parents that are involved in their education do better in school.
2. You help decide where the fundraising money is used.
3. You will meet other parents and get tips for dealing with parenting issues and staff.
4. The main reason for getting involved is to help TVJA be the best it can be and have a lot of fun getting there!!

S.E.R.V.I.C.E. Program

(Sharing Energy, Resources and Vocation in Christian Education)

Here at Tualatin Valley Junior Academy we are committed to providing your child with a quality Christ centered education; an education that nurtures his or her individuality in a climate of academic excellence. We need your help. Research has clearly shown that effective schools are schools in which parents are involved in the education of their children. We believe most parents want to be involved, but may not be aware of the many opportunities that are available. In turn, we at TVJA may not be aware of the many talents and skills our parents have to offer. Our SERVICE program was created in an effort to improve communication between our school and our parents, as well as to increase parental involvement.

Your help is not only needed and appreciated but is vital to our success as a school. It is the responsibility of the parent to have a first-hand understanding of what takes place in their child's classroom and chapel services.

SERVICE stands for Sharing Energy, Resources and Vocation in Christian Education. Through this program families share their time and talents with the school and in doing so earn "SERVICE units." One SERVICE unit equals one hour of SERVICE and these units can be earned in a variety of ways. There are many ways to complete your SERVICE units, please see attached list. Almost anything you do that shows your involvement with TVJA can be applied to your SERVICE commitment.

Each TVJA family is responsible for completing a minimum amount of SERVICE units a year. Parents with students in grades K-6 need to complete twenty (20) SERVICE units a year. Parents with students in Preschool and single parent families are responsible for ten (10) SERVICE units per year. All host families of foreign exchange students that do not have children enrolled at TVJA will be exempt from this program. The SERVICE year extends from July, 2007 through June 30, 2008. We realize that many families work and do other extra circular activities elsewhere, so we attempt to make every effort to have opportunities for you to fulfill your time commitment.

It is the responsibility of the volunteer to enter the units he or she earns on the SERVICE program log. This clipboard is located at the visitor/volunteer table outside the office. On a monthly basis you will receive a SERVICE statement with your billing invoice. This statement will show what hours are required, how many have been completed and how many hours are still needed to be completed. On your statement it will also show the amount owed, this amount is only billed on your June statement.

For example, as you complete your hours throughout the year you will see your amount owed be discounted as your time gets recorded. Only if you have hours not completed will the amount shown be billed to your account. These hours will be billed at the rate of \$10 per hour for any non-completed hours.

SERVICE statements are sent home with your billing statements on an every other month status. Data entry is usually up to date, but sometimes it may be missing a few days, so we ask for your patience as some statements may be missing a day or two of SERVICE time.

When volunteering at TVJA it is important for the school staff to know who you are and who is working in the building at any given time. Therefore, it is required for all volunteers to sign in when entering the building and wear an identification badge while volunteering or visiting. Parents with a desire to help in the classroom should contact the child's teacher to find out the needs of the teacher. We encourage classroom help from parents and do so with the understanding that the teacher is responsible for the classroom and will therefore set the parameters for classroom help.

It is suggested that student's family members attend the parent orientation (Back to School night) where you will get an overview of the SERVICE program, Policies and Procedures, Sports programs, Music and Bells program and much more needed information. This Parent Orientation evening is a great night to return your signed copy of the pledge, found in the back of the TVJA Parent/Student Handbook.

As a volunteer, you are a representative of the school and we ask that you be familiar with the policies and procedures that give our school direction.

Thank you for your willingness to participate in our SERVICE program. It is our sincerest hope you will be richly blessed by the experience of volunteering at TVJA.

The basic thing to know is that anything you do, not only helps the school but it will also count towards your SERVICE hours. Please refer to the SERVICE information sheet to find ways to help fulfill your SERVICE hours.

Unfortunately there are some things that don't count toward your hours, listed below are those activities that **DO NOT** count toward your SERVICE hours:

- Parent/Teacher conferences
- Attending open house
- Attending the school picnic
- Attending school chapels
- Attending back to school night
- Helping child with homework at home

SERVICE Volunteer Information

Volunteer Name _____
Last
First
Middle Initial

List all children enrolled at TVJA:

First & Last Name:	Grade:
First & Last Name:	Grade:
First & Last Name:	Grade:

Phone Number _____ Best time or way to reach you _____

Email Address _____ What age do you enjoy working with? _____

Days and Times Available: (check all that apply) AM PM

Monday _____	Tuesday _____	9 - 10 _____	12 - 1 _____
Wednesday _____	Thursday _____	10 - 11 _____	1 - 2 _____
Friday _____	Sunday _____	11 - 12 _____	2 - 3 _____

Do you have a special talent, skill or specific training that could be beneficial to our school? (i.e. play a musical instrument, speak foreign languages, work with computers, own a business, etc.) _____

By signing below, you understand that once your SERVICE Hours are completed, your account will show a credit at the end of the school year.

Signature
Date

Please check the opportunities below that are of interest to you.

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| <p><u>Home & School/Special Events</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Room Parent <input type="checkbox"/> Art Smart <ul style="list-style-type: none"> <input type="checkbox"/> Leader <input type="checkbox"/> Asst. <input type="checkbox"/> Open House <input type="checkbox"/> School Picnic <input type="checkbox"/> Teacher Appreciation <input type="checkbox"/> H & S Officers <input type="checkbox"/> H & S Committee <input type="checkbox"/> Spiritual Leader <input type="checkbox"/> Lost & Found <input type="checkbox"/> Bulletin Boards <input type="checkbox"/> Picture Day <input type="checkbox"/> Cook/Cater <p><u>Music Program</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Winter or Spring Program <input type="checkbox"/> Set Designs <p><u>Guest Speakers</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Chapel <input type="checkbox"/> Devotional | <p><u>Facilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bus Maint. <input type="checkbox"/> Carpentry <input type="checkbox"/> Custodial <input type="checkbox"/> Campus Maint. <input type="checkbox"/> Building Maint. <input type="checkbox"/> Computers <input type="checkbox"/> Parking Lot Duty <input type="checkbox"/> Play ground Maintenance <p><u>Communication</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Thursday Note <input type="checkbox"/> Spanish Translator <input type="checkbox"/> Website <input type="checkbox"/> Jr. Hi Newsletter <input type="checkbox"/> H&S Newsletter <p><u>Sports Program</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Coaching a Sport <input type="checkbox"/> Athletic Assistant <input type="checkbox"/> Jump Rope 4 Heart Coordinator <input type="checkbox"/> Track Meet Coordinator | <p><u>Office</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copying <input type="checkbox"/> Answer phones <input type="checkbox"/> Tardy Slips <input type="checkbox"/> Stuffing envelopes <input type="checkbox"/> Data Entry <p><u>JR. High</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 8th Grad. <input type="checkbox"/> 9th Biology Trip <input type="checkbox"/> Science Fair <input type="checkbox"/> Grant Writing <input type="checkbox"/> DC Trip <input type="checkbox"/> Yearbook <input type="checkbox"/> ASB Banquet <input type="checkbox"/> Fall Party <input type="checkbox"/> Bird Blind Assistant <p><u>Fundraising</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Auction Chair <input type="checkbox"/> Auction Committee <input type="checkbox"/> Magazine Campaign <input type="checkbox"/> Cookie Dough <input type="checkbox"/> Smurfit <input type="checkbox"/> Pie Sale <input type="checkbox"/> Scrip Coordinator | <ul style="list-style-type: none"> <input type="checkbox"/> Albertson's Program <input type="checkbox"/> Box Top Program <input type="checkbox"/> Campbell Soup Labels <p><u>Classroom</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Grading papers <input type="checkbox"/> Art <input type="checkbox"/> Reading Groups <input type="checkbox"/> Computer time <input type="checkbox"/> Recess/Lunch Duty <input type="checkbox"/> Fieldtrip Chaperone <input type="checkbox"/> Make Copies <input type="checkbox"/> Party Organizer <input type="checkbox"/> Bulletin Boards <input type="checkbox"/> Weekly assistant <input type="checkbox"/> Displaying Wall Art <input type="checkbox"/> Tutoring <input type="checkbox"/> Phone Tree <input type="checkbox"/> Website <input type="checkbox"/> Share a 2nd language <p>Not able to help!</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ |
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