

**Home and School
Association Handbook**



Home
&
School

North American Division
of Seventh-day Adventists
Office of Education
2001



Dear Home and School Leader,

Welcome to the North American Division Education Team. Yes, you and your associates are a vital part of this team, the very “heart” of the program. Students are important, parents are important, teachers are important, supervisors are important, equipment and buildings are important, but without the “heart” of an active and supportive Home and School Association, all of the various components do not mesh into one smoothly running body.

Whether you have been a leader for a while or this is your first time, you have probably already discovered the need for help in getting organized. This Home and School Association Handbook has been developed to help with ideas to get things going. Use it to stimulate your thinking and help get you started.

May God’s special blessing be with you as you work to strengthen the tie between parents, teachers and church members. You are an important part of our team as we share the ultimate goal of seeing our precious young people safely through to God’s kingdom.

Table of Contents

The Home and School Association	2
Purpose and Objectives	3
Organization	4
Now What Do I Do?	5
8 Awesome Actions.....	6
Activities and Projects	7
Suggested Yearly Program Ideas.....	9
In The Summer.....	12
Meetings	13
Possible Topics of Interest	14
How Can Room Parents Help?	15
Ideas for Teacher Appreciation Week	17
Resources.....	19

The Home and School Association

A Home and School Association should be organized in every church where there is a church school. Effective, continuous promotion should be used to recruit as many members of the church as possible. Education leaders, pastors, church officers, senior citizens, singles and all church members should be enlisted to promote Adventist education.

Every church operating a school should promote, organize and conduct a Home and School Association in accordance with the plans and policies as outlined in the *Seventh-day Adventist Church Manual*. The Local Conference Office of Education will serve as a resource agency for leadership training, resources and support.

A close tie exists between the Home and School officers, the Education Secretary, the Family Life coordinator, and the Youth Ministries personnel in the local church. In a cooperative effort they are to keep the needs of families and their children before the church. It is suggested, therefore, that Home and School work in conjunction with these representatives to complement one another's efforts and to provide care for the entire family.



Purpose and Objectives

Purpose

To provide parent education.

To unite the home, the school, and the church in their endeavors to provide Seventh-day Adventist Christian education for the children.

Objectives

To educate parents in cooperation with the church and school in their work of fostering the development of the whole child - “the harmonious development of the physical, the mental, and the spiritual power.” - Education, p. 13.

To promote cooperation between parents and teachers in the educational process.

To give guidance for establishing in the home an atmosphere of love and discipline in which Seventh-day Adventist Christian values can be instilled in children through Bible study, prayer, family worship, and the example of the parents.

To provide an opportunity for parents and teachers to develop a positive relationship in their work for the children.

To support the church school in its effort to more fully harmonize the principles of Christian education in philosophy, content, and methodology.

To strengthen the relationship between home and school by promoting such activities as:

- a. Providing suggestions to the administration and school board for curriculum improvement.
- b. Encouraging frequent communication between home and school.
- c. Encouraging parents to visit the school.
- d. Encouraging teachers to visit the homes of students.
- e. Providing volunteer services as requested by the school.
- f. Assisting in providing the school with additional equipment and facilities not provided by the church or conference/mission.

To work toward the goal of enrolling every child of the church in the church school. Earnest endeavor should be made to provide ways for disadvantaged children to attend church school so that no Seventh-day Adventist child will miss the opportunity of a Seventh-day Adventist education.

SDA Church Manual, 15th edition, pp.105-107

Organization

Membership

Members of the church and patrons of the school are members of the association.

Officers

All parents of students are encouraged to be active in the Home and School Association. However, the officers of this association shall be members of the Seventh-day Adventist Church. The officers shall consist of a leader, assistant leader, secretary-treasurer, librarian, and the church educational secretary. In a school supported by one church, the Home and School Association officers are nominated by the church nominating committee and appointed by the church school board. Where a school is supported by more than one church, the Home and School Association officers and committee shall be appointed by the school board at its first meeting each school year. To give continuity, it is recommended that some of the officers be reelected for a second term.

Leader

The leader of the Home and School Association shall be a church member with experience and success in training children and whose mind is open to new ideas, who is apt to teach, and who believes in the importance of Christian education.

Secretary-Treasurer

The secretary-treasurer is to keep the records of the association and to report to the director of the Department of Education of the conference/mission at the beginning and close of the school year.

Note: Association funds are to be channeled through the church/school treasurer, kept as a separate account, and audited in harmony with denominational policy.

Ex Officio

The school principal shall be an ex officio member of the Home and School Association Committee by virtue of position.

SDA Church Manual, 15th edition, pp.105-107

Now What Do I Do?



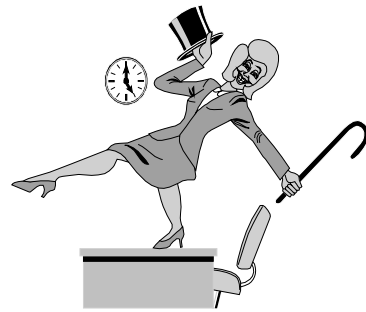
Now that I have consented to become Home and School leader what do I do?

The following material is an attempt to jump start your creativity. Feel free to pick and choose, adapt, modify and rearrange any of the materials to meet your needs. Use it to stimulate your thinking and help get you started. You are limited only by your imagination.

May God's special blessings be with you as you work to strengthen the tie between home, school and church. You are an important part of Adventist education, whose ultimate goal is to see our precious young people safely through to God's kingdom.

***A successful Home and School Association
depends on an effective beginning.***

8 AWESOME ACTIONS



To make your Home and School leadership exceptional.

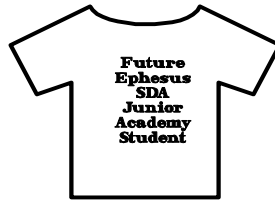
1. **Choose a friend to co-lead with you, or to be your assistant.**
2. **Develop a Home and School staff, giving each one a specific duty in an area they enjoy (i.e. fund-raising, P.E., hot lunch program, phone committee, courtesy week, spring/fall picnic, teacher appreciation week) — whatever your needs.**
3. **With your committee, make a general calendar of events. Changes may need to be made, but at least you and your staff will be heading in the same direction.**
4. **Set goals for the year that are attainable. Do not bite off more than you and your committee can “chew” or you will burn out and become discouraged. Better to do a few things and do them well.**
5. **Make an appointment with your principal. Share your goals and aspirations for the year and get his/her input and support.**
6. **Select room parents for each classroom.**
7. **Show appreciation (verbal, written, and/or public) for the help you receive. People will do almost anything when they feel appreciated.**
8. **The three most important words of the H & S Association are . . . communicate . . . communicate . . . communicate . . . with your principal, teachers, Home and School staff, school board, parents and church members.**

Activities / Projects

Promote Adventist Education

Working with the school administration and church pastor, every effort should be made to encourage all children of the church to obtain an Adventist education. Activities may include:

- a. Planning promotional activities for the church during Adventist Education week.
- b. Participating at Baby Dedications with certificate, book or T-shirt with an appropriate message welcoming them as future students in the church school.
- c. Working toward the goal of enrolling every child of the church in the school, after conducting a census, through student recruitment, worthy student help, etc.
- d. Promoting school awareness to the public through press releases of activities and events.
- e. Communicating school events and activities to church members.



Enhance Parent-Teacher Relationships

The most effective education will take place when teachers and parents work together to provide an environment where children can learn and grow. Activities may include:

- a. Inviting parents to visit the school.
- b. Assisting teachers in presenting special programs, including open house. Schedule programs at times that accommodate working parents.
- c. Selecting room mothers and fathers for the school year.
- d. Sending home articles with church or school newsletters on parent-teacher interactions.
- e. Encouraging teachers, in consultation with the principal and parents, to periodically visit their students' homes.

Encourage Effective Parenting

A major function of the Home and School Association is to encourage effective parenting in an atmosphere of love through Bible study, prayer, family worship, and by example. Activities may include:

- a. Providing a parent education lending library of books, audio and video tapes, etc.
- b. Sending home timely parenting articles in the school or church newsletter.
- c. Focusing on family values through sermons, guest speakers, special weekends, prayer meeting series, vignettes, vespers and personal ministries, etc.
- d. Planning social activities that bring families together.



Provide Resources

While fund raising is not a major function of the Home and School Association it has proven to be valuable in providing additional equipment and materials to enhance the school program. Activities may include:

- a. School "Shower"
- b. School fairs (Fall or Spring)
- c. Fruit and nut sales
- d. Walk-a-thons or Bike-a-thons
- e. Car washes
- f. Food fairs
- g. Hobby shows
- h. Lyceums
- i. Pancake breakfasts
- j. Flea markets
- k. Spaghetti suppers
- l. Canned goods labels
- m. Cash register receipts

Suggested Yearly Program Ideas

These ideas, programs and events may be helpful as you plan a yearly program. Adapt them to meet the specific needs of your school. One major Home and School sponsored activity per month is a reasonable expectation. You could contact other Home and School leaders in your area or conference to exchange ideas or pool resources for special events.

Request to participate in school registration. This is a good time to get volunteers signed up in areas of their choice. Remember to enlist the support of your school principal, faculty, pastor and school board.

AUGUST / SEPTEMBER

Establish/expand parent education lending library
Get-acquainted soup and salad supper and dedication for teachers, school board members and Home and School leaders
“Welcome Back” corn/potato roast by Home and School.
Parents bring salads. Desserts for sale.
Meet your teacher program/open house
Bake sale
Sponsor children’s church bulletin
Report enrollment and future school plans to church members
Teacher-student-parent consecration program on Sabbath
Pie social and handshake
Back-to-school potluck and Open house
Hot lunch program
Fall picnic



OCTOBER

Fundraiser
Fall festival
Home and School meeting
Community service project (planned by principal)
Oktoberfest
Pumpkin patch fun fest
Harvest party
Open house
Hot lunch



NOVEMBER

Adventist Education Week activities (usually the third week in November)

Hot lunch

Taffy pull - sell apples, cider, popcorn

Thanksgiving dinner/brunch for students and staff

Newsletter to homes

Home and School meeting

Fundraiser



DECEMBER

Assist the teacher with Christmas program

Christmas party for children

Newsletter to parents

Home and School meeting

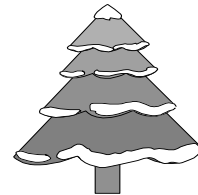
Fundraiser

Faculty-parent social

Christmas dinner for students and staff

Refreshments served at school Christmas program

Bake sale at Christmas program



JANUARY

Plan a “family values” emphasis weekend at your local church

Continue to promote parent education lending library

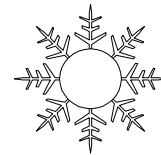
Home and School meeting

Saturday evening family social

Fundraiser

Hot lunch

Newsletter



FEBRUARY

Faculty-parent social

Home and School meeting

Sponsor Courtesy week

Hot lunch

Fundraiser

Newsletter

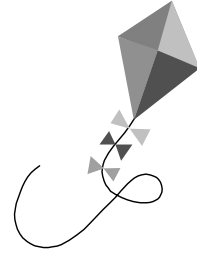
Talent show

Community service project



MARCH

Sponsor Red Ribbon Week: Drug-free living
Sponsor Grandparents day
Home and School meeting
Hot lunch
Fundraiser
Newsletter



APRIL

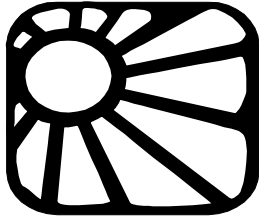
Sponsor Teacher Appreciation Week activities (4th week of April)
Sponsor Christian Education Day (4th Sabbath of April)
Fundraiser
Newsletter
Hot lunch
Assist with kindergarten and first grade “round-up” activities
Assist teachers with science, social studies or art fair
Home and School meeting



MAY

Mother’s Day brunch
Fundraiser
Newsletter
Hot lunch
School picnic
Assist with school closing program / 8th grade graduation



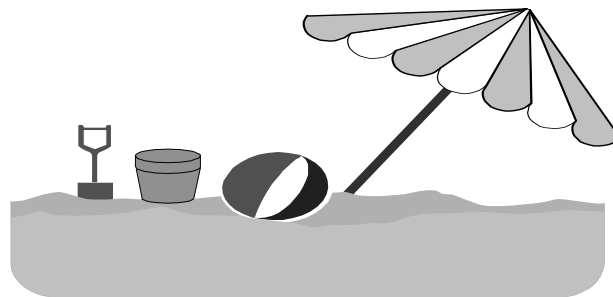


In the Summer Don't Put Your Home and School in Moth Balls!

Keep the church reminded of the school program during the summer. Include everyone in the church in your summer activities. This is a good opportunity to promote Adventist education.

PUBLICIZE, RECRUIT AND BE READY.

- 1. Plan a party and celebrate summer birthdays of teacher and students**
- 2. Plan a summer outing/picnic**
- 3. Sponsor a special school renewal project**
- 4. Hold a summer work bee**
- 5. Focus on school library - catalog books, organize shelves, take inventory, update card catalog, etc.**
- 6. Father's Day at the park**
- 7. Hold weekly story hour or craft time**



Meetings

One of the main functions of the Home and School is to strengthen the home and family unit. Traditionally this has been accomplished through monthly meetings focusing on family centered topics. Due to our busy life-styles, attendance at these types of activities can be very sparse. It is discouraging to the Home and School leader who has put time and effort into planning such a program to have only a few attend.

Times have changed. Other avenues have been suggested throughout this handbook to accomplish the same objective. As always, choose the methods that best fit your talents and the needs of your constituents. If your parents enjoy coming out to monthly meetings on timely topics, continue the tradition. Here are some ideas for meetings that have worked.

Provide Interest and Maintain Effectiveness

- a. Plan for attractive and interesting programs:
 - 1. Make them practical
 - 2. Plan them in advance
 - 3. Start and end on time
- b. Have students provide the first and last feature of the program
- c. Plan supervised activities for students and younger children; such as nature films, arts and crafts, games and songs
- d. Use enthusiastic resource people with a practical and dynamic message

Increase Program Attendance

- a. Make enthusiastic announcements on Sabbath and print them in the church bulletin
- b. Invite by telephone, postcard, personal visit and arrange for transportation, if possible
- c. Arrange for baby-sitters so parents are free
- d. Display bright posters made by volunteers or students
- e. Conduct attendance contests, give a book or picture to the class with the highest percentage of parents attending
- f. Send or pass out personal written invitations made in art class or as a project at a small social gathering
- g. Award door prizes for being on time, being first, bringing visitors (gifts may be solicited from resources in community)

Possible Topics of Interest for Newsletters, Guest Speakers, Articles, Programs

Family worship ideas
Budgeting
Communication in the family
Building positive self-concepts
Parental role in academic achievement
Positive discipline
Adolescence
Health issues
Multi-cultural appreciation
Providing a routine for your child
Emotional health
Child abuse
Latch-key children
Drugs
Peer pressure
Lunch ideas
Nutrition
Parenting tips



How Can Room Parents Help?

Room parents can be very helpful in the overall school program. Usually they are appointed by the Home and School Committee in consultation with the teachers. They may serve for a month, quarter, semester or entire year.

Room parent can help with the following:

1. **Bulletin boards**
2. **Field trips**
3. **Parties**
4. **Duplicating material**
5. **Correcting assignments**

Guidelines

These guidelines may prove helpful for schools seeking to establish a volunteer program:

1. **All volunteers must undergo conference mandated screening procedures.**
2. **Volunteers must be introduced into the school through a conference with the principal and teacher.**
3. **The teacher is the authority in the classroom. Volunteers do not discipline students or countermand any teacher decision or request to a student.**
4. **Volunteers must not “side” with a student in case of confrontation, at the time of the incident, in secret with the student, or with parents.**
5. **Assignment of tasks should be appropriate to the skill of the volunteer. Volunteers must never be pressed to do a job they feel uncomfortable performing.**
6. **Teachers should not be asked to work with a volunteer with whom they are uncomfortable or vice versa.**
7. **Since a positive attitude is so important, volunteers who have a negative effect on children, teachers, the school’s operations, or other volunteers will be asked to leave the program.**

Guidelines (Continued)

8. **Volunteers are not to evaluate school staff, pupils, or programs.**
9. **Volunteers are not to make decisions regarding diagnosis of pupil difficulties, prescription of learning experiences, or evaluation of pupil progress.**
10. **Volunteers work under the direction and supervision of the teacher or program coordinator.**
11. **Volunteers must keep to the regular schedule so that teachers can expect them at established times.**
12. **Teachers must give volunteers specific directions for completing their tasks.**
13. **Only when the teacher must briefly be out of the room will volunteers be asked to take charge of the class. A volunteer is not a substitute teacher.**
14. **Volunteers are not allowed to show favoritism to students, their own or others.**
15. **Volunteers must be safety conscious at all times and not request children to engage in activities that would endanger them.**
16. **Volunteers should ask for information when they do not know how to do a task or help a child.**
17. **Volunteers must be able to keep confidences.**

Despite the difficulties (legal and insurance restrictions) inherent in volunteer programs, the potential for positive contributions to the school are worth the effort required to initiate and sustain them. Check with your Local Conference Office of Education and/or the local public school district office for state requirements regarding volunteers working in a school setting.

Ideas for Teacher Appreciation Week

Here are some popular activities Home and School Associations conduct to show appreciation for teachers during this special week.

1. **Something special is done for teachers each day of the week.**
2. **Teachers are treated to lunch at a local restaurant while volunteers supervise classrooms.**
3. **Notes (or pictures) of appreciation collected from parents and students are given to teacher in a special sack or basket.**
4. **A banner hangs over school entryway: “Teacher Appreciation Week - SUPER Teachers Work Here”.**
5. **Teachers are given an afternoon off, with volunteers filling in - a good time for students to make something for teachers.**
6. **Breakfast is served to the staff at their morning worship.**
7. **An all-constituent potluck supper to honor teachers.**
8. **Parents of students provide lunch for students and teachers.**
9. **Decorate a bulletin board in honor of Teacher Appreciation Week.**
10. **Host a breakfast or luncheon for the teachers and staff.**
11. **Present teachers with flower arrangements, plants, small gifts or certificates to show your Home and School Association’s appreciation.**
12. **Plan a program to honor the teachers and staff.**
13. **Send a press release or a letter to the editor of your local newspaper highlighting the events your Home and School will be holding during the week.**
14. **The Home and School can help students express their appreciation for teachers. Arrange times, room and volunteers to work with students.**

More Ideas. . .

15. **Help students decorate a cake or cookies with words of appreciation. Work with groups of two or three children at a time. Discuss and list words for them to use. Serve the cake or cookies at a surprise party for the teacher.**
16. **Have students make posters for Teacher Appreciation Week. Give the students a theme or title to develop. Display the posters throughout the school or at local businesses.**
17. **Middle grades or junior high students can write a “teacher appreciation recipe” which includes descriptive "recipe" ingredients that describe their teacher. Be sure to have a few samples written and a list of common recipe words and directions for their use. Have the students read their recipes aloud to the teacher.**
18. **With the cooperation of the principal, encourage students to produce a short video broadcast on the subject of teacher appreciation and the value of teachers. Allow the students to be creative. Assign a volunteer to oversee the script writing and supervise the recording. The end result can be shown at a school assembly held in honor of Teacher Appreciation Week.**



Resources

Home and School News is produced five times a year by the Upper Columbia Conference. It is filled with information and ideas for Home and School leaders by Home and School leaders. This is a very effective companion tool to the *Home and School Association Handbook*. It is recommended that each Home and School Association purchase a subscription to this publication.

NAD Home and School News
PO Box 19039
Spokane WA 99219-9039
509-838-2761

Other Publications

Christian Home & School
3350 East Paris Ave
Grand Rapids MI 49512-3054
616-957-1070

Our Children (PTA Magazine)
National PTA Orders
Dept 1927
135 S LaSalle St
Chicago IL 60674-1927
312-670-6782

A Multi-Generational Worship Service Planbook
AdventSource
5040 Prescott Ave
Lincoln NE 68506
1-800-328-0525

Partnerships
NAD Office of Education
12501 Old Columbia Pike
Silver Spring MD 20904-6600
301-680-6447

Organizations

Family Matters
PO Box 7000
Cleveland TN 37320
423-339-1144

Focus on the Family
1-800-232-6459
<http://www.family.org>

NAEYC
(National Association for
the Education of Young Children)
1-800-424-2460
<http://www.naeyc.org>

National Parent Teacher Association
312-670-6782
<http://www.pta.org>



What Makes a Church School?

It takes a heap of loving to make a school.

The church decides if ev'ry child should learn the golden rule.
The school will be a church school if we meet the Master's mind,
And when we do, it's marvelous what treasures we will find.

It takes a heap of loving in a home to make a school.
Since children need to learn the use of every worthy tool,
The parents will cooperate with teachers t'ward the goal
Of guiding ev'ry student and of saving ev'ry soul.

It takes a heap of loving in each heart to make a school.
For each is guilty if one child grows up to be a fool;
It means that all participate by prayers and helping hands
And lift the heavy burdens with a heart that understands.

The church school does not happen -
it's the product of a team
When faith and love and sacrifice
fulfill your fondest dream!

Adlai Albert Esteb