



**St. Helen Catholic School**  
**Family Service Plan**  
**Handbook**

Dear Parents:

Volunteers are one of St. Helen's greatest assets; their value goes beyond the direct support they provide. Taking an interest in your school as a volunteer is beneficial for many reasons. Our volunteers find that not only do they help make our school a better place for their children; they form lasting relationships in the process of becoming part of the St. Helen family.

This year we are enhancing our volunteer program and re-launching it as our Family Service Plan (FSP). Families are encouraged to complete 20 hours of service to the Parish Community. Up to 5 hours can be Church related, the remainder should be devoted to St. Helen School. St. Helen Catholic School is proud of its tradition of community built around families working together for a common goal. To achieve our goals, we are requiring each family to participate in our FSP this year.

Detailed instructions are included in this packet. For tracking purposes, the school year begins June 1, 2018 and concludes May 15, 2019. This program is now available online at the school website.

Tuition and fees do not cover the full cost of educating students at St. Helen Catholic School. The difference is made up by various fundraising and volunteer activities. Families are welcome to volunteer for a variety of St. Helen Catholic School activities. Any volunteer working in direct contact with students must fulfill the Diocesan Finger Printing and Protecting God's Children requirements.

Thank you in advance for your dedication to making St. Helen Catholic School a leader in education.

Lisa Bell, Principal

### **Mission Statement**

St. Helen Catholic School, founded in 1940, is committed to providing students with an exceptional Catholic education that integrates faith, academics, service and leadership. Through moral development and high educational standards, a St. Helen student is empowered spiritually and intellectually, and is prepared for lifelong learning.

### **Vision Statement**

St. Helen Catholic School, building on our core strengths – faith, development, reading, writing, and mathematics will forge a new and powerful model of education. This model emphasizes creativity, critical thinking, communication, collaboration, and technology. Special attention will be given to the sciences and STEM (science, technology, engineering, and math) education. A St. Helen Catholic School student will be inspired to reach his or her highest potential.

### **Philosophy**

St. Helen Catholic School is dedicated to the education of the whole child as a Catholic and global citizen. With the support of home, church, and community, St. Helen Catholic School is committed to providing an exemplary education that is academically challenging and empowers students to reach their full potential spiritually, intellectually, physically, and socially.

**Serve one another humbly in love**

**~ Galatians 5:13**

## **St. Helen Catholic School Policy Regarding Family Service Plan**

Volunteers are one of St. Helen's greatest assets. It is through a dedicated group of volunteers that our school activities and fundraising programs will experience sustained growth. Our school policy states that each family is required to give twenty (20) hours of service to the school annually. In lieu of service-hours you may contribute \$20 per hour or \$400.00 per school year. Although this is the minimum requirement, many families give far beyond this amount. This active involvement in a child's educational environment benefits not only the school, but the child's educational growth, as research has demonstrated the direct correlation between parental involvement and student achievement.

Each family is responsible for completing service hours and recording those hours in RenWeb. Detailed instructions are provided in this handbook.

### **Application Policy**

It is the policy of the Diocese of Palm Beach and St. Helen Catholic School to complete a background and fingerprint check on any parent who wishes to be a volunteer at the school or a chaperone / driver on school field trips. The volunteer must also attend a Protecting God's Children workshop before they assume responsibility for a child or volunteer on a regular basis at the school. To request a volunteer packet, please contact Mrs. Karen Santangelo at 772-567-5457 or email: K.Santangelo@Sthelenschoolvero.org

### **Before a parent may volunteer or chaperone they must:**

- Attend a Protecting God's Children workshop. Protecting God's Children is a workshop on child sexual abuse. The schedule of workshops is on the school website under the VIRTUS link.
- Pass a fingerprint background check.
- Read and sign the Diocese of Palm Beach Code of Pastoral Conduct.
- Read and sign the Family Service Plan Handbook Agreement.

### **Parents will not be approved to volunteer or chaperone until the school has received the following:**

- Results of fingerprint background check. The fingerprint background check is valid for five years. The timing of fingerprint results varies.
- Verification of attendance at a Protecting God's Children workshop.
- A signed copy of the Code of Pastoral Conduct.
- A signed copy of the Family Service Plan Handbook Agreement.

## **VOLUNTEER INFORMATION**

Service hours may be completed by volunteering to work at fundraisers, school activities, educational programs and church special events. You may choose to give your time and talent to one specific program or volunteer to work a combination of activities to complete your required 20 hours. We highly encourage you to give additional volunteer time to St. Helen Catholic School.

### **School Hours**

School Office hours are 7:30 a.m. until 3:30 p.m. Gates are locked during the day and before and after school.

### **Sign in Procedure**

All School volunteers (parents, volunteers, chaperones, etc.) must sign in at the front office each time they are on campus. All visitors are required to wear a visitor badge which is obtained at the front office upon signing in.

### **Dependability**

St. Helen Catholic School relies on your support. We ask that you follow through on tasks by adhering to the scheduled times you committed to and giving notice if there is a change in your availability.

### **Confidentiality**

During your service hours at our school, you may learn confidential information about students or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected. At the same time, volunteers must understand that there are times when student confidences cannot be kept. Example: Any information which may save someone from harm, must be shared. Refer any concerns to Administration.

### **Health and Safety**

Any concern related to a student's health, should be relayed to the supervising teacher or staff member. In case of an emergency call 911 then **notify the school office immediately**. Keep in mind that all incidents do not require 911, so please use discretion. Please be aware that most staff members and office personnel have been trained in First Aid, CPR, EpiPen, and AED.

Students sent to the office for any reason in grades K-3, are sent with another responsible student. This is for safety reasons. Students in grades 4-8 who appear ill should be accompanied by a responsible student or teacher assistant.

Staff members and volunteers are prohibited from dispensing any medication (including aspirin) except under the direction of a physician and accompanied by a Medical Release Form from the parent. All medication is to be sent to the school office in the prescribed container. Designated office personnel dispense the medication following parental instruction.

### **Volunteer Dress**

St. Helen Catholic School has very detailed expectations for student dress. Although volunteers do not have a dress requirement, it is expected that volunteers reflect the image of St. Helen Catholic School and wear modest clothing while working in the school or during school activities.

### **Discipline Code**

The School Code of Conduct appears in the Parent / Student Handbook and is to be supported by all volunteers.

### **Sign Up**

We also utilize the Sign-Up Genius system which allows parents to “register” for volunteer opportunities they are interested in. Parents are responsible for remembering what events they sign up for during the year and how many service hours it qualifies for, and logging the appropriate hours in RenWeb.

There is a Volunteer Interest Form on the school website which can be submitted to the school office to express activities you are interested in.

### **Field Trips**

- All school rules are in force, unless the principal has explicitly stated otherwise.
- Chaperones are to stay with their assigned group.
- Supervision is both mental and physical. Be sure that attention is always on the students.
- If your own child is on the field trip, he or she must not be treated any differently than any other child.
- We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is the safety of the students.
- Volunteer hours will only be given to chaperones, not for those simply attending the event.

### **Emergency Procedures**

A fire drill plan is posted in all classrooms and office areas. Volunteers are bound by procedures that include quietly and quickly exiting the building upon the sound of the fire alarm.

### **Child Abuse Laws**

State law requires that volunteers are to inform the principal of any suspicions of abuse. Again, the volunteer has the legal obligation to report to the administration any suspicions or concerns relative to the safety of the children.

### **Loyalty to Church and School**

When you volunteer at our school, you are a representative of the church and school. You should support the directions given by staff and administration. If you disagree with school policy, the principal will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic school, you are expected to support the teachings of the Catholic Church and to live in a manner consistent with them.

### **Supervision of Volunteers**

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity to the school.

### **RenWeb**

All volunteer hours should be logged and recorded within your own individual RenWeb account. This is the official site to record service hours. To submit hours:

1. Go to [www.StHelenSchoolVero.org](http://www.StHelenSchoolVero.org) and click on RenWeb OR [www.RenWeb.com](http://www.RenWeb.com)
2. Log in to your ParentsWeb account
3. Click on the “Family Information” tab from the left menu options
4. To the right of that box is a list of family members. Click on the person performing the service hours.
5. Locate the “Service Hours” tab to the right of “Contact Information” Click this tab
6. Record your volunteer hours by clicking “Add Service Hours”. Enter the date of service hours, description of work, number of hours, notes and a SHCS staff member or chairperson who can verify your work. Press SAVE.
7. Other ways to volunteer are by donating Food and Beverage for various events: 1 service hour should equal approximately \$20. Record this under the “Donation” tab.
8. Parents will be billed in May if they have not completed service hours.

### **Our RenWeb Code: shc-fl**

If you have questions regarding registering service hours, please contact Mrs. Jennifer Howard at [J.Howard@sthelenschoolvero.org](mailto:J.Howard@sthelenschoolvero.org) or 772-567-5457.

### **School’s Right to Amend**

The school reserves the right to amend this handbook, and volunteers will be notified promptly of any changes.

**2018-2019 Family Service Plan  
Registration**

Please choose which of your talents you will share with St. Helen Catholic School this year by selecting from the volunteer opportunities below. Once you have completed the form, you will be contacted by the Home School Association, School Office or event chairperson prior to the date of the event.

We understand that parents have different abilities, interests and time constraints. It is important to identify the wide range of opportunities available to parent volunteers. Some opportunities require a significant level of commitment and others require less time.

It is required that 20 of the volunteer hours be completed by May 15, 2019.

Student(s) Name and Grade:

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Mother / Guardian's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father / Guardian's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Attached are some opportunities that may interest you and the contact name to provide you more information. Additional events will become available throughout the year and will be offered to you via the website and email notification. You may also ask your teacher for any opportunities in the classroom.



## **Volunteer Opportunities.**

This list will be amended throughout the school year, please refer to the website, weekly emails, and social media for other volunteer opportunities. A list of chairpersons for each event is on the school website.

## **Fundraisers**

- Box Tops (throughout the year)
- Hometown Hoe Down (9/14)
- Harvest Festival (11/15-11/17)
- Gala (2/23)

## **Special School & Parish Events**

- |   |  |
|---|--|
| <input type="checkbox"/> Blessings Dinner Event   | <input type="checkbox"/> Confirmation Retreat                  |
| <input type="checkbox"/> Family Fun Night         | <input type="checkbox"/> Grandparents Day                      |
| <input type="checkbox"/> Book Fair                | <input type="checkbox"/> St. Helen EXPO                        |
| <input type="checkbox"/> Thanksgiving Dinner      | <input type="checkbox"/> Lenten Soup Pot (Each Friday of Lent) |
| <input type="checkbox"/> Christmas Parade / Float | <input type="checkbox"/> Centennial Jamboree                   |
| <input type="checkbox"/> Giving Tree              | <input type="checkbox"/> Teacher Appreciation Week             |
| <input type="checkbox"/> Happy Birthday Jesus     | <input type="checkbox"/> Vacation Bible School                 |

## **Other Opportunities**

- School Lunch Program
- School Snack Room Program
- Office / Clerical work
- Falcon Shop
- Alumni Association
- Church Nursery
- Church Greeters
- Parish Hospitality
- Youth on a Mission (YOAM) | 100 Acts of Kindness

## **Activities that DO NOT qualify as Service Hours**

- Eating lunch with your child.
- Field trips only count as volunteer hours if you are chaperoning. To chaperone, a volunteer MUST be fingerprinted and have participated in the Protecting God's Children program. Just attending a field trip does not qualify as volunteer hours.
- Although we encourage you to attend Mass with your child, attending Mass with your child does not qualify as volunteer hours.

**St. Helen Catholic School  
Family Service Plan Handbook Agreement  
2018 / 2019**

Recognizing the value of parental involvement, it is our policy to utilize the help of volunteers in as many areas of the school as possible. For our school to fully benefit from the time and talents of all our families, a mandatory volunteer policy is in effect to evenly share responsibilities amongst all registered families.

Each family at St. Helen Catholic School is required to volunteer a minimum of 20 hours of service per school year to the mission of our school. Volunteer opportunities are outlined in this handbook and on the school's website. Any parent, legal guardian, or immediate family member over 18 years of age can fulfill a family's service obligation. However, any person volunteering in the school must have a background check and complete VIRTUS training for the safety of all our children.

If, however a family prefers a financial commitment in lieu of performing their service requirement, they may choose to pay \$20 per hour or \$400.00 annually. Each family is responsible for recording their service hours on RenWeb. Any outstanding hours or monetary fees must be reconciled by the end of the school year before report cards and / or records are issued.

Please complete and sign the form below. Please note that signing this form does not automatically make you an approved volunteer.

I have read and will adhere to the 2018 / 2019 Family Service Plan Handbook\*

Parent / Guardian Signature: \_\_\_\_\_

Parent / Guardian Name (Print): \_\_\_\_\_

Name of Student(s) and Grade(s):  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\*The Family Service Plan Handbook is located on the website under the Parent tab.