

# HOLY FAMILY CATHOLIC SCHOOL VOLUNTEER HANDBOOK 2019-2020

**Kindergarten through Grade 8  
In partnership with Early Childhood Program  
Pre-K 1/2/3/VPK**

**SCHOOL PHONE:** (727) 526-8194 • **FAX:** (727) 527-6567

**EXTENDED SCHOOL DAY PROGRAM:** (727) 458-6055

**EARLY CHILDHOOD CENTER:** (727) 525-8489

**E-MAIL:** [principal@holyfamilycatholicschool.com](mailto:principal@holyfamilycatholicschool.com)

**WEB SITE:** [www.holyfamilycatholicschool.com](http://www.holyfamilycatholicschool.com)

**DAILY SCHEDULE:** 7:40 a.m. – 3:05 p.m.  
**ABBREVIATED DAYS:** 7:40 a.m. - 12:00 p.m.  
**Lunch/Playground Time:** 11:50 a.m. – 12:30 p.m. (K-4); 12:40 p.m. – 1:15 p.m. (5-8)  
**Thursday:** 12:15p.m. – 12:55p.m. (K-4); 12:55p.m. – 1:30p.m. (5-8)

**OFFICE HOURS:** 7:30 a.m. - 3:30 p.m.  
All school business should be transacted during these hours.

**All volunteers must sign in when entering the building; sign out before leaving.  
There are no exceptions.**

## **INTRODUCTION**

Dear Volunteers,

***“I have given you a model to follow, so that as I have done for you,  
you should also do.”***

***John 13:15***

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of Holy Family Catholic School.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

Volunteers in the Catholic Schools of the Diocese of Saint Petersburg add a great dimension and enrichment to the life of the school/center. Volunteers benefit students as they enhance student-adult ratio in areas such as: supervised playground monitors, lunchroom monitors, library aides, extra drivers for field trips, as classroom assistants, etc.

Volunteers are valued members of the school community and parish. Under the direction and supervision of the Administrator and the school/center staff, volunteers assist in the provision of educational and other services to students, faculty and staff.

This handbook should give you all the necessary information to choose an area of volunteerism with which you are comfortable and can share your talents.

Together let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of your service.

In gratitude,  
Mrs. Abigail Rudderham  
Principal

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**PLEASE NOTE: For more information regarding the fingerprinting program, please visit the diocesan Safe Environment Program website at <http://dosp.org/safe-environment/fingerprint-based-background-screening/>.**

## **VOLUNTEER HANDBOOK MISSION STATEMENT**

“For the Son of Man came not to be served but to serve...” (Mark 10:45)

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide us and we have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at Holy Family Catholic School.

### **MISSION STATEMENT OF HOLY FAMILY PARISH**

Following the example of our patrons Jesus, Mary, and Joseph, we are dedicated to prayer, community, and education. Our goal as disciples is to continue the work of Jesus in our neighborhood. We invite and welcome all to journey with us as members of God’s Holy Family.

### **MISSION STATEMENT OF HOLY FAMILY CATHOLIC SCHOOL**

With Jesus, Mary and Joseph as our models, Holy Family Parish Catholic School prepares students for roles in the church, home, civic and global communities by educating them in their Catholic faith and in those skills necessary to foster academic excellence.

All volunteers are expected to uphold the mission and goals of Holy Family Catholic School.

## **PROCEDURES AND POLICIES**

The School Advisory Commission of Holy Family Catholic School, with the approval and guidance of the pastor, recognizes the need to encourage full participation of the parents in the necessary fund raising and volunteer programs of our school. Maintaining a high quality of education, while keeping tuition at a manageable level, requires the generous cooperation of all our families. For this reason, the School Advisory Commission (SAC), in conjunction with school administration and the Home and School Association, administers a parent involvement program. Since its success is vital to both the financial stability and community spirit of our school, it is expected that all families of students at Holy Family School will be equal and active partners in this program.

### **ABC (ACTIVE BEYOND COMMITMENT) SERVICE HOURS PROGRAM**

Each two-parent family is responsible for twenty (20) hours of service to the school per year (June through May); single parent families will provide ten (10) hours. Extended family members and friends over the age of 21 may work service hours for a family but are NOT TRANSFERABLE from one family to another.

Volunteer hours can be accumulated in numerous ways (see Service Opportunities and Fundraiser section, beginning on page 8). An ABC Parent Activities List must be completed indicating desired areas of service. It is the responsibility of the parent to sign up, follow up, independently seek ways to complete service hours, and to keep track of service hours on the volunteer section of the website.

If a family cannot donate time in this service program, the school will accept a monetary donation of \$25 per hour in lieu of this service. However, because of the two-fold nature of the program as described above, the school would prefer the total participation of the parents in this effort.

There are three mandatory Home and School meetings during the school year; parents can earn two hours per meeting per family. This does not include the new parent orientation meeting in August, the individual class meetings that the teachers conduct at the beginning of the school year, any teacher conferences, or any meetings attended for the sacrament program.

**Four (4) hours must be committed to the school Auction.** Each family is required to assist with the auction in one of the following ways:

- ♥ Volunteer 4 hours working on any auction committee; or
- ♥ Solicit or donate one (1) sponsorship, \$100 value.

**Two (2) hours must be committed to the school Fall Fest.**

The remaining hours are to be fulfilled according to parents' interests and talents and/or time restraint. If a family is experiencing extenuating circumstances, they should contact the administrator.

Holy Family fundraising program is essential to the life of the school. We expect each family's wholehearted support of this program as much as we count on their support of any other program of the school.

Parents of grade 8 students who have not fulfilled their parent service hours will have to pay the hour rate owed for the remainder of hours needed in order to receive final grades. Final report cards/diploma will be held until obligations are met.

Parents of students in ECC1 - grade 7 who have not fulfilled their parent service hours will have to pay the \$25 per hour rate owed for the remaining hours owed in order for their children to receive a report card and/or be re-registered.

**With the acceptance of registration or re-registration, a family makes a commitment to fulfill the required service hours or pay in lieu of this service commitment.**

### **APPROPRIATE SELECTIONS OF PROGRAM ACTIVITIES**

Volunteers may be involved in a variety of activities that span many programs within a school or center. The volunteer should carefully consider his/her special skills, interests and talents when choosing a volunteer position.

It is important that, prior to accepting a volunteer position, the volunteer clearly understands the requirements and responsibilities of his/her assignment. Activities that involve specific physical, mental or time requirements, such as a reporting time for monitoring the cafeteria, are noted in this handbook.

Prior to choosing an activity, the volunteer should be certain that it conforms to his/her preferences and schedule.

### **Volunteer Requirements**

In accordance with the updated directives of the Diocese of St. Petersburg, all volunteers who work with students, in any capacity, must adhere to the following requirements:

1. Complete a Covered Volunteer Application Form (CVA) -- there is a copy of this form at the end of this Handbook.
2. Complete the Background Screening Level II and AFRNP (Applicant Fingerprint Retention Notification Program).\*\* Payment will be made at the time of online registration. Parents are asked to cover the cost of fingerprinting (\$58). The system will take Visa, MasterCard, PayPal and electronic checks. Go to [www.dosp.sofn.net](http://www.dosp.sofn.net) and follow the instructions on the site. Choose Holy Family School as a location and School Volunteer as the type.
3. Complete the Diocesan Safe Environment Training provided by the Diocese. \*\*
4. Sign in at the school office when entering the building and wear the provided volunteer badge at all times. Sign out in the office before leaving the building. Signing in does not compute your hours. You need to turn in your ABC Form in December and May to receive credit for service hours. \*\* #2 & 3 must be completed before the person is able to volunteer in the school.

**Renewal of Safe Environment is required every 5 years – the volunteer may attend a workshop or can do this renewal on line. Fingerprinting must also be completed every 5 years.**

### **Dependability**

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

### **Confidentiality**

In the course of volunteer work, confidential information about student or teachers may be learned. This information must remain confidential in any setting inside or outside the school/center, just as one would wish his/her own privacy rights to be respected. At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor (teacher or administrator). If appropriate in the judgment of the administrator, other persons on a "need to know" basis may be advised by the administrator to include, but not be limited to, parents/guardians, and pastor.

## **Volunteer Dress Code**

Holy Family Catholic School has very detailed expectation for student's dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of Holy Family Catholic School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts and conservative blouses and tops.

## **Description and Routine(s) of specific Volunteer Activities**

Volunteer activities are conducted in accordance with the time set for a scheduled activity. Volunteers are under the direct supervision of the faculty or staff member in charge of the designated activity (in the school setting) or the school person in charge of an outside the school setting activity. All volunteer activities will be publicized and scheduled in advance.

## **Supervision of Volunteers**

The Administrator is responsible for the total school/center operation. The Administrator supervises all who serve in any capacity in the school/center and in official school-related activities. The Administrator may delegate the supervisory role to a designated member of the school/center staff for specific activities. Volunteers will be expected to review and adhere to Policies and Procedures contained in the Parent/Student Handbook.

## **Behavior Management**

It is the goal of Catholic schools/centers to instruct students in formation of a Catholic conscience so that they will choose behaviors which foster responsibility. In order to accomplish this, volunteers should manage students in positive and constructive ways while they uphold the School's/Center's Code of Conduct. This can be accomplished through intervention and encouragement techniques and strategies, which are administered through proximity, eye contact, and privacy. In addition to supporting the Code of Conduct, volunteers are expected to support the decisions of administrator and teachers. A volunteer may not employ corporal punishment as a means of controlling a student who has misbehaved.

## **Health Emergency and Safety Procedures**

All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury, simple scrapes, small cuts, bruises etc.; these will be taken care of in the school/center clinic or office. If a student falls or bumps himself/herself, the situation should be taken seriously. The volunteer should observe the student for a few minutes and check vital signs. If the student seems to be stabilized, an adult (**not** another student) should accompany the injured student to the clinic or office for observation. Do not send the child with another student. If there is only one adult present at the site of the injury, the volunteer should contact the office for assistance.

Serious injury such as a possible broken bone, severe bleeding or allergic reaction should be dealt with immediately and with caution. The volunteer should **NOT MOVE THE STUDENT NOR LEAVE THE STUDENT** but should contact the office for assistance. The volunteer should move other students from the proximity of the situation as soon as possible. Keep the affected child as still and comfortable as possible until help comes.

Never dispense any medication (not even aspirin or Tylenol) to any child. All volunteers are encouraged to undergo first aid and CPR training.

## **Child Abuse**

Chapter 415.504, Florida Statutes protects children from abuse and/or neglect. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation, or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Neglect is failure to provide adequate food, clothing, and shelter, health care or needed supervision.

Under Florida Law, anyone who suspects child abuse is legally obligated to report that abuse. It is the volunteer's responsibility to inform the school/center administrator of any suspicions of abuse. If, for some reason, the

administrator declines to make a report based on a volunteer's suspicions, the volunteer still has a legal obligation to report. The child abuse hotline number is 1-800-342-9152.

### **Scheduling of Volunteers**

Notice of the need for volunteers for a specific activity is relayed through the coordinator/chairperson, through individual teacher correspondence, the Friday folder, newsletter, Rediker Notify, or the Parent Logon. It is the parent/guardian's responsibility to fulfill the Service Hour Contract with the stated time constraints. Service Hours are logged on the card stock for that is sent home at the beginning of the year and in January.

### **VOLUNTEER DRIVERS**

Anyone providing transportation must have a valid Florida Driver's License and automobile liability insurance with limits of at least \$100,000 bodily injury for each person, \$300,000 bodily injury per accident, and \$50,000 for property damage. The vehicle used must be in safe operating condition, and the number of passengers must not exceed the maximum occupancy for that vehicle. The Diocese of St. Petersburg provides insurance coverage, but only as a secondary source after a driver's insurance. In order to be covered under the Diocesan Plan, proof of insurance must be furnished. The school office personnel will ask for a copy or proof of insurance and as well as a valid license.

### **Volunteer Driver Guidelines:**

No alcohol consumption prior to or during the volunteer driving event

No smoking

No stopping for food or drink – drive directly from school to destination; destination to school

Student and driver must wear seatbelts

No volunteer driver should ever transport a youth alone

Maintain possession of the passenger information sheet at all times during the volunteer driving event

**Because sports activities are considered a school activity, the same rules apply for those driving students to and from a sports activity.**

### **SERVICE OPPORTUNITIES AND FUND-RAISERS**

\*Volunteer positions marked with an asterisk (\*) satisfy the 20-hour service requirement if they do not relate to the auction. Auction related positions marked with an asterisk (\*) satisfy the 20-hour of service for the school year.

### **AUCTION SERVICE HOUR REQUIREMENT**

As part of the 20-hour service requirement, each family is required to perform at least four (4) hours of service specifically for our annual auction fundraiser, held each year in the spring. The auction not only helps keep tuition affordable but is a valuable and rewarding community-building experience as well. Coordinators and workers are needed in many areas. Volunteers may elect to work on one or more subcommittees, or "teams" (duties of team coordinators are listed below). Some volunteers assist with projects during the months or weeks leading up to the auction, while others work on the night of the auction. While actual volunteer service is strongly preferred (and necessary to spread the workload fairly), there are three options that will satisfy the four-hour requirement:

- 1) Volunteer to work a minimum of four (4) hours on any auction team.
- 2) Volunteer to host a themed fundraising party during the year following the auction.
- 3) Procure or personally donate a \$100 or higher sponsorship.

As with regular service hours, unfulfilled auction hours will be billed at the rate of \$25 per hour.

### **SIGNING UP FOR SERVICE HOUR OPPORTUNITIES**

All families will complete the Active Beyond Commitment Form (ABC Form), which is attached at the end of this document. Please indicate on this form what service project you would be interested in doing. There will be

many volunteer service projects that will have a sign-up genius sent prior to the date of the project (including the Auction, Fall Fest, Beautification Day, etc.). We will also share with activity coordinators the ABC Forms.

### **RECORDING OF VOLUNTEER HOURS**

Parents are responsible for keeping an accurate account of their hours worked. Every household will be given a cardstock form to keep track of your hours at the beginning of the year to be turned in by December 13, 2019, and a second one in January that will be turned by May 8, 2020. You must write the name of the activity you are volunteering for, record the number of hours worked, and have the person in charge of the activity sign off on your cardstock form. This is how we will track hours. If you do not turn a form in with the appropriate signatures, you will not receive credit for the hours worked.

### **INFORMATION REGARDING COMMITTEES OF THE SCHOOL ADVISORY COMMISSION.**

Any parent who is interested in the following committees is encouraged to join the committee of your choice. Please indicate this interest on the ABC Form and someone will contact you. You can be a part of any of these subcommittees and not be a member of the School Advisory Board.

**Development Committee** is to increase support for the school and the Endowment Fund to insure financial stability for the future. The committee is made up of one School Advisory Commission member and three or more parents. Meetings are held four times throughout the year.

**Strategic Planning and Long-Range Planning Committees** work together to formulate a specific plan to achieve the goals and mission of the school by utilizing our resources of people, time and talent; they will also help to implement the plan and update it annually. The committees create a strategic long-range plan that articulates our school community. The goals are to define future expectations, develop a vision, outline realistic goals in areas such as enrollment. The committee has at least one School Advisory Commission member and three or more parents.

**Marketing Committee and Public Relations** are necessary to inform our community of the successes that our school achieves academically, spiritually, and socially. By sharing this information, we can increase enrollment and gain greater support from our Parish and local community. The committee is made up of at least one SAC member and three or more interested parents.

**Safety and Environment Committee** work together meeting a few times a year to do a ‘walk through’ and make sure everything is safe and environmentally good; they will also make recommendation to upgrade what might be necessary to make HFCS the best school in the Northeast section of St. Petersburg.

## Active Beyond Commitment Form

All families must fill out this form and return it to HFCS office.

Family Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### WEEK BEFORE SCHOOL STARTS

New Uniform Assistant – helps with distribution of new uniforms in August.

Used Uniform Assistant - helps with distribution of used uniforms.

### AFTER SCHOOL HELPERS

Bookworms - Help Librarian with K-2<sup>nd</sup> grades

Chess Club - To teach young minds to play chess 1 hour a week after school.

Mad Science - Present to help Mad Science Teacher

Odyssey of The Mind Coaches and Judges- Help coach and judge teams for the annual competition.

Robotics Team Coaches – coaches team in preparation for competition.

Science Day/Field Day/Summer Splash Volunteers – Help teacher and students with activities.

### At Home Jobs or On Your Own Time

Adopt-A-Class Coordinator – Prepares and distributes recognition awards to sponsors.

Beautification Workers – Assists on beautification and mulch days.

Boxtops Coordinator – Collects reports and submits Boxtops three times a year.

Recycling – Help school to recycle plastic bottles/cans.

Coke Rewards Program – collects caps and tear- off from coke products. Then submits info online.

Washing- Art aprons or Kitchen Towels or Ext. Day Towels – Aprons once a month. Towels weekly.

Weeding Platers – Regular weeding flower beds in front school and south side.

### General

Art Teacher Helper – Assist art teacher with art classes.

Enterprise Village Volunteer – 5<sup>th</sup> grade field trip helper on day of event

Finance Park Volunteer – 8<sup>th</sup> grade field trip helper on day of event.

Library Aid – Help Library teacher.

Other Talent to Share – Talents not covered. Call Office.

### HOSPITALITY

Buddy Parents – 2 per class, help at welcoming events and open houses.

Coffee and Donut Coordinator     Coffee and Donut Volunteers – After Sunday Mass

Hospitality – Sends cards to school community members for births, illnesses, deaths, appreciations and other occasions. May work with Welcoming Committee on different occasions.

Volunteer to serve/clean up at the Knights of Columbus Spaghetti Dinner

Welcoming Committee Coordinator                       Welcoming Committee Member

### OFFICE

Community Resource Coordinator – helps procure speakers and outside resources for educational purposes

First Aid Kit Organizer

Home and School Association Board Member\* - attends monthly board meetings and assists on committee fund raising projects

Public Relations Coordinator     PR Volunteer – promotes HFCS in the community through media and in person

\_\_\_ School Advisory Commission Member\*

\_\_\_ School Repairs/Refurbishing

\_\_\_ Used Uniform Coordinator

**AUCTION JOBS**

\_\_\_ Auction Chairpersons

\_\_\_ Class Basket Coordinator      \_\_\_ Class Project Coordinator

\_\_\_ Party, Party Coordinator

\_\_\_ Procurement Coordinator      \_\_\_ Procurement Committee Member

\_\_\_ Sponsorship Coordinator      \_\_\_ Sponsorship Committee Member

\_\_\_ Center Piece/Paddle Coordinator/Committee Member

\_\_\_ Check-In Coordinator      \_\_\_ Check-In Volunteer

\_\_\_ Check-Out Coordinator      \_\_\_ Check-Out Volunteer

\_\_\_ Clean-Up Coordinator      \_\_\_ Clean Up Volunteer

\_\_\_ Decoration Coordinator      \_\_\_ Decoration Volunteer

\_\_\_ Light Construction Coordinator      \_\_\_ Light Construction Volunteer

\_\_\_ Program Book Designer

\_\_\_ Silent Auction Set-Up Volunteer

**OTHER**

\_\_\_ Driving for field trips

\_\_\_ Book Fair Assistant

\_\_\_ Lunchroom Assistant

**SPORTS COACHING**

\_\_\_ Coach different sports teams

**ABC SERVICE PROGRAM AGREEMENT:**

**Service hour requirements are 20 hours (4 for Auction, 2 Fall Fest) per year (June-mid May) for all families unless a letter is received by the administrator from a single parent to designate a 10-hour requirement for that family (2 for Auction, 1 Fall Fest). Hours not served are billed at \$25/hour and must be paid by mid-May of the school year.**

\_\_\_ **I agree to do the required service hours** (4 need to be done for School Auction, 2 for the Fall Fest)

I need to:

\_\_\_ attend a Safe Environment Workshop.

\_\_\_ have my Level II fingerprints done through the Diocese

\_\_\_ I have my Fingerprints done and have attended a Safe Environment Workshop\*\*\*

\_\_\_ **I choose to pay \$500 in lieu of doing the hours (payment due by the end of September)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\* PLEASE NOTE: Service hours can be earned by donating items (i.e., copy paper, equipment, supplies, items for the classroom from teacher suggestion, etc.) One service hour = Item store value of \$25**

\*\*\* Every 5 years, a volunteer must have fingerprinting done again **and** renew their Safe Environment by either attending a class or renewing online.

Teacher's, please initial that you have read this Volunteer Handbook \_\_\_\_\_ Date \_\_\_\_\_