



Family Service Plan Handbook

Dear Parents:

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

Families are encouraged to complete 20 hours of service to the Parish Community. St. Helen Catholic School is proud of its tradition of community built around families working together for a common goal. We require each family to participate in our Family Service Plan (FSP) to achieve our goals.

Detailed instructions are included in this packet. For tracking purposes, the school year begins June 1st and concludes May 15th.

Tuition and fees do not cover the total cost of educating students at St. Helen Catholic School. The difference is made up of various fundraising and volunteer activities. Families are welcome to volunteer for a variety of St. Helen Catholic School activities. Any volunteer working directly 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.

Deborah Irish, Principal

Mission Statement

The mission of St. Helen Catholic School is to provide a quality Catholic education that incorporates faith, academics, service, and leadership. Students are encouraged to be confident and productive learners who are "making good things happen".

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. Through a dedicated group of volunteers, our school activities and fundraising programs will experience sustained growth. Our school policy states that each family must give twenty (20) hours of service to the school annually. If, however, a family prefers a financial commitment in place of performing their service requirement, they may choose to make a tax-deductible donation to our annual fund at \$20 per hour or \$400.00 annually. If a family only partially completes their number of service hours, the donation will be assessed on a prorated basis.

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 Family Portal/FACTS. Any outstanding hours or monetary fees must be reconciled before report cards and/or records are issued by the end of the school year. Detailed instructions are provided in this handbook.

How to Log Volunteer Hours – Family Portal/FACTS

All volunteer hours should be logged and recorded within your own individual Family Portal/FACTS account. To submit hours:

1. Go to www.StHelenSchoolVero.com and click on Family Portal/FACTS
OR www.RenWeb.com
2. Log in to your ParentsWeb account.
3. District Code: **shc-fl**
4. Click on the "Family Information" tab from the left menu options.
5. To the right of that box is a list of family members. Click on the person performing the service hours.
6. Locate the "Service Hours" tab to the right of "Contact Information" Click this tab.
7. 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.
8. Other ways to volunteer are donating items for various events: 1 service hour equals approximately \$20.
9. Parents will receive a statement in May if they have not completed service hours.

If you have questions regarding logging your service hours in FACTS, please get in touch with Serafina Ruggeri at s.ruggeri@sthelenschoolvero.org or call 772-567-5457.

Application Policy

Activities that DO NOT qualify as Service Hours

- Remote learning due to pandemic or other illness.
- Tax-deductible financial donations to the school or church when goods or services are received.
- 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, have required insurance, and have a signed copy of the Student-Parent Handbook on file. 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.
- Gifts to teachers such as wish list items or birthday gifts.

The Diocese of Palm Beach and St. Helen Catholic School's policy is 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 assuming responsibility for a child or volunteering regularly at the school. To request a volunteer packet, please contact Mrs. Karen Santangelo at 772-567-5457 or email: K.Santangelo@Sthelschoolvero.org

Before a parent may volunteer or chaperone, they must:

- Attend an online Protecting God's Children workshop. Protecting God's Children is a workshop on child sexual abuse.
- Pass a fingerprint background check.
- Read and sign the Diocese of Palm Beach Code of Pastoral Conduct.
- Proper insurance requirements (chaperone).

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

- Results of a 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.
- Proper insurance requirements (chaperone)
- Copy of Florida driver's license.

VOLUNTEER INFORMATION

Service hours may be completed by volunteering at fundraisers, school activities, educational programs, and special church 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 provide additional volunteer time to St. Helen Catholic School.

School Hours

School Office hours are 7:30 a.m. until 3:00 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 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 privacy rights to be respected. At the same time, volunteers must understand that there are times when student confidence 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 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 or teacher assistant. This is for safety reasons. A responsible student should accompany students in grades 4-8 who appear ill.

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 clear 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 following through on tasks by adhering to the scheduled times you commit to and giving notice if there is a change in your availability.

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 child is on a field trip, they must not be treated differently than any other child.
- We hope you enjoy the outing, but we are grateful for 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 Catholic Church's teachings and live in a manner consistent with them.

Supervision of Volunteers

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

St. Helen Church Parishioners

If you are a registered parishioner of St. Helen Catholic Church and are attending SHCS, St. Anastasia, or JCHS, please review their School Participation Program. Please make sure to log your church volunteer hours in FACTS. You can download details on the church website: [DOWNLOAD](#) or contact Laura Lewis at 772-567-5129.

School's Right to Amend

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

Volunteer Opportunities.

This list is subject to change. Please refer to the parent section of the school website, weekly emails, and social media for other volunteer opportunities.

Fundraisers

- Box Tops for Education
- AmeriGas Program
- Read-A-Thon
- Fall Festival
- Scrips Gift Card
- Sneaker Drive
- Annual Gala
- Restaurant Spirit Nights
- School Supply Kits

Special Events

- Family Fun Night / Trunk or Treat
- Samaritan Center Soup Bowl
- Christmas Parade / Float
- Grandparents Day
- Back2School EXPO
- Duty Free TeacherLunch Coordinator
- Teacher Appreciation Week
- Food Drive

Other Service Opportunities

- △ Room Parent Volunteer
- △ Falcon Shop
- △ Uniform Swap
- △ Marketing & Social Media Ambassador
- △ Alumni Association
- △ Parish Hospitality
- △ Youth on a Mission (YOAM)
- △ St. Don Bosco Camp

- **Teacher Appreciation Week**
- **Jennifer Vargas, Chair**
Teacher Appreciation Week is a special week to honor our teachers and staff with special activities and gifts. If you are interested in putting your creative hat on and helping to organize the activities for this week, please contact Jennifer Vargas at 561-352-8634.

- **Samaritan Center Soup Bowl: November**
- **Michele Lucas & Niki Kent**
Plan to eat lunch with your student and support the Samaritan Center for Homeless Families. We will also need several volunteers on the day of the event to help serve soup. Contact the School Office at 772-567-5457 or email at shfalcons@sthelenschoolvero.org.

- **Fall Festival: November**
- *The Harvest Festival is a parish event, and a large portion of the proceeds support our school. The event requires an army of volunteers and has come to be a fantastic community event. Follow @shfallfestival on Facebook for the latest news and events. Volunteers are needed for game booths, food booths, publicity coordinators, sponsorship coordinators, and more!*

- **1st Day School Supply Program**
1st Day School Supply Program provides back-to-school supply kits with quality brand name items that the teachers have selected to ensure that students have a great start to the school year. If you would like to volunteer to help deliver supply boxes for this event, please contact Kara Lawson at 772-528-7654.

- **Uniform Closet**
We have a large amount of like-new used uniforms in our Uniform Closet offered at no cost. If you are interested in helping with this program, please contact shcsuniformcloset@gmail.com.

- **Corporate Giving Programs**
- **OPEN, Chair**
Our Corporate Giving Programs support our HSA and Teacher Appreciation Week. This person helps to manage all the programs and communicate opportunities to parents. Programs include Amazon Smile, Box Tops for Education, AmeriGas School Days, and Office Depot Give Back. If you are interested in helping with these programs, please contact Victoria Emanuele at 772-567-5457 or email v.emanuele@StHelenSchoolVero.org.

- **Annual Gala:**
- **Victoria Emanuele, Chair, OPEN Co-Chairs**

The annual gala is our primary fundraiser for the school. Tuition covers just a portion of our operating expenses, and events like the annual gala help fill that gap and keep our tuition affordable. If you are interested in helping with this event, please contact Victoria Emanuele at 772-567-5457 or email v.emanuele@StHelenSchoolvero.org.
- **Falcon Shop**
- **Rose Sousa, Chair**

The Falcon Shop is a great place to purchase your spirit wear and more! While the Falcon Shop is now online, a pop-up shop is hosted each quarter at dismissal. If you are interested in helping with this project, please contact Rose Sousa at 772-567-5457 at soursarose0729@gmail.com.
- **Restaurant Night:**

Host a fundraiser for SHCS in the evening at a local restaurant. We are seeking volunteers who are willing to help contact local restaurants and organize the take-out night. Proceeds support the HSA and Teacher Appreciation Week. If you are interested in helping with this program, please contact Leslie McKenzie at lsm41611@gmail.com.