



Family Service Plan Handbook

2026-2027

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 required to complete 20 hours of service to the School 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 an exceptional Catholic education that forms us in faith, academics, service, and virtue. Rooted in the Gospel and the teachings of the Church, we strive to become good Christians and honest citizens who grow as disciples of Christ, discover Christ's purpose for our lives, and use our God-given gifts to serve others and glorify Him in all we do.

Misión de la Escuela Católica St. Helen

La misión de la Escuela Católica St. Helen es brindar una educación católica excepcional que nos forme en la fe, el ámbito académico, el servicio y la virtud. Arraigados en el Evangelio y en las enseñanzas de la Iglesia, nos esforzamos por convertirnos en buenos cristianos y ciudadanos honestos que crecen como discípulos de Cristo, descubren el propósito que Cristo tiene para nuestras vidas y utilizan los dones que Dios nos ha dado para servir a los demás y glorificarlo en todo lo que hacemos.

Vision Statement

Rooted in Catholic tradition and guided by a strong sense of community, St. Helen Catholic School seeks to cultivate disciplined minds, virtuous hearts, and a deep appreciation for truth, goodness, and beauty. With the partnership of our parents, we envision our students becoming faithful disciples, compassionate citizens, and lifelong learners who radiate the light of Christ wherever they go.

Visión de la Escuela Católica St. Helen

Arraigada en la tradición católica y guiada por un fuerte sentido de comunidad, la Escuela Católica St. Helen busca cultivar mentes disciplinadas, corazones virtuosos y una profunda apreciación por la verdad, la bondad y la belleza. En colaboración con nuestros padres de familia, visualizamos a nuestros estudiantes como discípulos fieles, ciudadanos compasivos y aprendices de por vida que irradian la luz de Cristo dondequiera que vayan.

Philosophy Statement

At St. Helen Catholic School daily Mass is at the heart of our school community. This sacred tradition guides all aspects of our mission. Dedicated to faithful Catholic teaching, we recognize each student as a unique child of God, deserving of respect and loving kindness. We provide an exceptional Catholic education that supports the family in forming children who are encouraged spiritually, academically, and intellectually to embrace a sacred calling that unites faith and learning.

Filosofía de la Escuela Católica St. Helen

En la Escuela Católica St. Helen, la Santa Misa diaria es el corazón de nuestra comunidad escolar. Esta sagrada tradición guía todos los aspectos de nuestra misión. Comprometidos con una enseñanza católica fiel, reconocemos a cada estudiante como un hijo único de Dios, digno de respeto y de amorosa bondad. Brindamos una educación católica excepcional que apoya a la familia en la formación de los niños, alentándolos espiritual, académica e intelectualmente a abrazar una vocación sagrada que une la fe y el aprendizaje.

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. It is important to note that a minimum of (5) hours must be dedicated to our annual Fall Festival in November. 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 \$25 per hour or \$500.00 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. Volunteers are recognized for their service to our school at the end of the year celebration. Volunteers with the most service hours will be recognized at the end of the year for their commitment to our school.

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.FACTSmgmt.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 Ferreira at s.ruggeri@sthelenschoolvero.org or call 772-567-5457.

Application Policy

Activities that DO NOT qualify as Service Hours

- 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.
- 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. Serafina Ferreira at s.ferrerira@sthelenschoolvero.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.

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.

VOLUNTEER INFORMATION

Service hours may be completed by volunteering at fundraisers and school activities. 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 (5 hours dedicated to the Fall Festival). We highly encourage you to provide additional volunteer time to St. Helen Catholic School. Volunteers must be adults of at least 18 years or older.

School Hours

School Office hours are 7:30 a.m. until 3:30 p.m. All visitors and volunteers must sign in at the front office to receive a badge. Please bring a driver's license to sign in.

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 PreK-3rd are sent with another responsible student or teacher assistant. This is for safety reasons. A responsible student should accompany students in grades 4th -8th 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 is committed to maintaining a campus environment that reflects our Catholic identity, supports the dignity of every person, and models appropriate standards for our students. All adults on campus, including parents, guardians, volunteers, visitors, vendors, and guests, are expected to dress in a manner that is modest, respectful, and appropriate for a Catholic school setting.

Adults should avoid clothing that is overly revealing, excessively tight, transparent, or inappropriate for a school environment. This includes, but is not limited to, low-cut tops, crop tops, short shorts, mini-skirts, clothing that exposes undergarments or midriffs, and items with offensive, inappropriate, political, or contrary-to-Catholic messaging. Shoes should also be appropriate for safely walking on campus.

Adults volunteering for school activities, field trips, classroom events, athletic events, or other student-related functions are expected to follow these same standards. When participating in activities that may involve movement, outdoor play, or working directly with students, adults should choose attire that allows them to assist safely while maintaining modesty and professionalism.

The school administration reserves the right to determine whether attire is appropriate for campus. Adults whose clothing does not meet these expectations may be asked to adjust their attire, leave campus, or refrain from participating in the activity. These standards are intended to protect the respectful, faith-filled, and student-centered environment of St. Helen Catholic School.

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.
- We hope you enjoy the outing, but we are grateful for remembering that your first

responsibility is the safety of the students.

- All parents attending field trips are considered volunteers and must be approved in advance of the field trip.
- Only one parent chaperone may attend each field trip.

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 the parish office 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

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| ☐ Box Tops for Education | ☐ Annual Gala |
| ☐ AmeriGas Program | ☐ Restaurant Spirit Nights |
| ☐ Fall Festival | ☐ School Supply Kits |
| ☐ Scripts Gift Card | ☐ Book Fair |

Special Events

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| ☐ Family Fun Night / Trunk or Treat | ☐ Teacher Appreciation Week |
| ☐ Samaritan Center Soup Bowl | ☐ Food Drive |
| ☐ Christmas Parade / Float | ☐ Movie Nights |
| ☐ Grandparents Day | ☐ Field Days |
| ☐ Back2School | ☐ School Dances |

Other Service Opportunities

- ☐ Room Parent Volunteer
- ☐ Falcon Shop
- ☐ Uniform Swap
- ☐ Wish Lists
- ☐ Stock the Lounge
- ☐ Campus Clean Up

