



SCS FAMILY SERVICE HOURS HANDBOOK

2016-2017

Summerville Catholic School

**226 Black Oak Blvd.
Summerville, SC 29485
843-873-9310**

Fax: 843-873-5709

www.summervillecatholic.org

There is a special covenant that families enter upon enrolling at Summerville Catholic School. As Catholics, our families have often heard stories about the covenant between God and God's people throughout Scripture. A covenant also describes the relationship of the members of our school community to one another, and therefore we ask each of our school families to enter into a covenant relationship with our school through Family Service Hours.

The faculty, staff and students of Summerville Catholic School welcome active and visible parent and family involvement in the life of the school. Parent involvement enriches the learning environment for our children, as well as the lives of those donating their time. This involvement not only supports our faculty and the school, but also assists SCS in maintaining and expanding many of the academic and extracurricular opportunities offered to our children.

The staff of Summerville Catholic School, together with the assistance of our Parent School Association ("PSA"), is committed to welcoming volunteers and assisting them in successfully completing their family service hours. Volunteers are expected to adhere to school rules and procedures, and work cooperatively with all staff and other volunteers.

The SCS-PSA is made up of families, faculty and staff, and is designed to assist the school by fundraising, organizing volunteers, hosting and planning various events, and providing assistance to teachers and our school community. SCS-PSA currently requires a \$15/family annual Classroom Activity Fee. This fee is collected at the beginning of each academic year, and the total collected is divided evenly among the homeroom classes to use for the benefit of the entire class by offsetting expenses for certain class activities, according to guidelines set forth by the PSA.

Family Service Hours Requirements

As part of our Summerville Catholic School community:

- Each family registered at the school is required to provide a minimum of **20 service hours** to the school each academic year.
- **A Family Service Hours Policy Agreement must be signed and submitted to the school office as part of each family's registration.**
- Any adult family member, whether immediate or extended, may earn service hours for an SCS family.

All 20 family service hours must be completed by the end of May each school year. If a family has not completed the total 20-hour requirement by the end of May (for 8th grade families, NO later than the start of final exams), the family is required to "buy out" the remainder of their hours at the rate of \$10.00 per incomplete hour. For any family whose service hours (or "buy out") have not been fulfilled by the end of the school year, student report cards and/or records will be held until the balance of the money/hours have been settled with the SCS office.

Please note:

*If a family's situation makes completing service hours a hardship, an appointment should be made early in the school year to discuss options with the SCS Principal.

Before Completing Family Service Hours

All of the following REQUIREMENTS must be met:

1. Read and sign the volunteer's Code of Conduct; and
2. Read and sign the *Diocese of Charleston Policy Regarding Confidentiality*, and return them to the office.

In order to volunteer during school hours and/or during activities directly involving students, the following additional requirements must be met:

1. Read the *Policy of Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel* available on the school web site. Complete and return the Acknowledgement of Receipt of the Policy form to the office;
2. Consent to a South Carolina Law Enforcement Division (a.k.a. SLED) background check by completing the Diocese of Charleston Background screening forms and returning them to the office; and
3. Within thirty (30) days of returning the completed screening forms to the office, complete the VIRTUS class entitled "Protecting God's Children." Registration for this class can be found online at virtus.org or on the SCS web site.

All of these required forms are available in the school office or can be found on the school website.

Reporting Hours

Any adult family member, whether immediate or extended, may earn service hours for a family.

- A family receives 1 service hour for every hour of time that an adult family member donates to an approved school activity.
- Service hours may be documented **ONLY in half hour or full hour increments.**

The SCS ***Family Service Hours Report Form*** is used to report completed service hours.

- This form should be submitted to the SCS office by each family at least once each quarter until the 20 service hours are completed.
- A copy of the *Report Form* is included in this handbook, and extra copies are always available in the SCS office. The form is also available on the school website www.summervillecatholic.org

General Information

Sign-In Procedure: For safety and security reasons, ALL school visitors and volunteers are **required to sign in** at the SCS office when entering the building for any reason. Each person is also required to wear the SCS badge or sticker provided after signing in. Visitors and volunteers **must also sign out** in the office when leaving, and exit through the front door of the building.

Confidentiality: A volunteer operates in a position of trust. Personal information pertaining to students, teachers, staff, other parents, and volunteers must be kept confidential. Children's actions, responses, progress or problems at school are NOT for sharing in the community. Conversations between parents, teachers and students in the school are confidential, and should not be discussed outside of school. Any concerns can always be discussed with the SCS Administration. Remember that all volunteers are required to sign the Diocese of Charleston Policy Regarding Confidentiality.

Social Media: Please remember that volunteers are **NOT to post** pictures or videos of SCS students to any social media sites without the specific consent of the student's parents.

Dress Code: Although volunteers do not have a specific dress code requirement, it is expected that volunteers reflect the conservative image of Summerville Catholic School and wear modest clothing while working in the school, going on field trips, or during school activities.

Safety Drills: While volunteering during school hours, volunteers are required to participate during any and all safety drills.

Medication: Volunteers/chaperones should not administer any medication to a student at any time. This includes, but is not limited to, over-the-counter medications.

Field Trips: Chaperones may not bring siblings, family or friends on a field trip. Chaperones are asked to be **actively involved** in supervision of students during the course of a field trip. Also, smoking is not permitted while acting as a chaperone.

Absences: We ask family members to PLEASE give notice, whenever possible, if they are unable to keep scheduled service hour time, either by notifying the school office, teacher, or committee chair involved with the particular activity.

*Please note that Summerville Catholic School, together with the PSA, reserves the right to amend this SCS Family Service Hours Handbook at any time. Notice of any amendments will be sent to all SCS families.

SCS Volunteer Opportunities for Family Service Hours

Below is a list of some of the main opportunities for completing family service hours at Summerville Catholic School; however, there are often many additional activities that may qualify as family service hours. Please feel free to contact the SCS office or the PSA (psa@summervillecatholic.org) to determine if other activities fulfill service hour requirements, or to ask for assistance in finding service hour opportunities. Family members may also register for some of these SCS activities and events at www.signupgenius.com (search for: psa@summervillecatholic.org).

- PSA Executive Committee (elected positions)
- PSA Committee Chair or member (various activities)
- Room Parent
- Hot Lunch Server
- Box Tops & Campbell's Labels collections
- Athletic Coach
- Art Class Assistance
- Library Assistance
- Computer Lab Assistance
- SCS Sales at Parishes
- Selling SCRIP
- Field Trip Chaperone
- Teacher Help/Classroom Volunteer
- Shopping & Baking time for food items sent in for classroom or school wide celebrations
- Christmas Tree Sales
- Sports Events/Tournament Assistance
- Direct help at any PSA Event (Ladle Contest, Fun Run, Live & Silent Auction, Yard Sale, Uniform Swap, Picnics, etc.)
- And more!

*For those parents who are unable to come in to school to complete their service hours (due to work schedules, small children at home, or other circumstances), there are also opportunities that arise during each year for completing family service hours at home. (Some examples have been: stuffing envelopes, cutting out laminated items, stapling booklets, washing donated uniforms, etc.) Contact the SCS office or PSA for more information. **Please ask** if you need assistance finding home-based service hour opportunities!

FAMILY SERVICE HOUR POLICY AGREEMENT
2016-2017

Summerville Catholic School believes in the involvement of parents and families in their child's education and school community, and the benefits this involvement brings to all of those involved. In order to ensure that all families share in the commitment to be involved at SCS, each family is required to provide a minimum of 20 family service hours to the school community each academic year.

The SCS Family Service Hours Handbook provides the requirement details and guidelines for all volunteers to follow. Any parent, legal guardian, grandparent or family member 18 years of age or older may help to fulfill a family's service hours, as long as they have met the requirements as set forth in the handbook prior to completing their service hours.

- Each family is responsible for recording their service hours by completing a ***Family Service Hours Report Form*** and submitting it to the office at least once each quarter.
- In the event a family has not fulfilled their 20-hour requirement by the end of May, (for 8th grade families, NO later than the start of final exams), the family is required to "buy out" the remainder of their hours at the rate of \$10.00 per incomplete hour. For any family whose service hours have not been fulfilled by the end of May, student report cards and/or records will be held until the balance of the money/hours have been settled with the SCS office.
- In support of our school activities that benefit of all of our students, the Parent School Association currently requires each family to pay an annual Classroom Activity Fee of \$15.00 to be used by the classrooms according to guidelines set forth by the PSA.

EACH FAMILY MUST HAVE THIS SIGNED FAMILY SERVICE HOURS POLICY AGREEMENT ON FILE IN THE OFFICE IN ORDER TO COMPLETE THEIR REGISTRATION.

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I have read and will adhere to the 2016-2017 SCS Family Service Hours Handbook and this Agreement:

Parent/Guardian Name _____ Date _____
Print

Parent/Guardian Signature _____
Sign

Name of Student(s) & Grade(s) _____

Payment of \$15 PSA Activity: _____ Cash _____ Check # _____

**Summerville Catholic School
Family Service Hours Report Form
2016-2017**

SCS Family (Last Name): _____
 Child(ren) Name(s): _____
 Homeroom(s): _____
 Volunteer Name: _____
 Phone: _____ Email: _____

For each service activity that you are documenting below, please complete all four sections. A signature by a teacher, staff member or activity coordinator is required in order to receive credit for family service hours. A signature is not required if you signed in at the activity or event. Service hours submitted are subject to verification.

****Hours may ONLY be reported in full hour or half hour increments.**

Date of Service	Type of Service	Teacher/Activity Coordinator	Hours **

Buy-Out: Number of hours not completed _____ Amount Paid (@ \$10.00 per hour) _____

Send a completed original form to the office at least once each quarter, until your hours are completed. Retain a copy for your records.