



# **Holy Trinity Catholic School**

**Volunteer Handbook**

**2022-2023**

**13755 SW Walker Road**

**Beaverton, OR 97005**

**503-633-5748**

Dear Volunteers,

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 Trinity 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.

The volunteer requirements are contained and explained in this handbook. Please complete the multi-step process before volunteering on our campus.

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 gratuitous service.

All the best,

Ashley Sheridan  
Principal

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**VOLUNTEER ACKNOWLEDGMENT STATEMENT****INTRODUCTION**

**Volunteer Handbook Mission Statement**

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 to Holy Trinity Catholic School 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 Trinity Catholic School.

**Mission Statement of Holy Trinity School**

Through academic excellence, Holy Trinity Catholic School prepares students emotionally, intellectually, morally, physically and spiritually for the world in which they live.

**Philosophy****Guiding Principals in Mission: Know, Grow, Go**

Holy Trinity summarizes its purpose with these three words. They are the umbrella under which falls everything we do. Here's the description:

**Know**

We are committed to providing the necessary tools, support, and encouragement for each person to come to know God in a personal way. There is a huge difference between knowing about God, and coming to know God in a personal way. The ministry of Jesus was directed to show us how to do this and to make this possible.

**Grow**

Holy Trinity then provides many services helpful in allowing this relationship with God to grow towards greater maturity. Our liturgies, ministries, programs, school, and community are all dedicated to ongoing growth in our faith and in living that faith deeply and fruitfully.

**Go**

All of this leads us to go forth and make a difference in our community: in our families, workplaces, schools, neighborhoods, and everywhere we are. We seek to give God permission to use us and our interests, gifts, and skills for the building of his Kingdom.

## PROCEDURES AND POLICIES

### Application Process

At Holy Trinity Catholic School, any adult who wishes to serve as a volunteer with our students (ie. chaperone or drive on a field trip, accompany students on a service trip, volunteer in classrooms or the building, hot lunch server/helper etc.) must complete several requirements for student safety.

All school visits (bringing birthday treats, mystery reader, eating lunch with a child, etc.) when children are present do require prior completion of volunteering requirements.

### RETURNING VOLUNTEERS:

- Log into your account in Praesidium Academy (previously Armatus).
- Complete the online training "Social Media Safety" to be eligible to volunteer. If you receive an error message please contact Praesidium directly with the information they provide.

### NEW VOLUNTEERS:

New volunteers (parents, extended family, parishioners) need to complete THREE requirements to volunteer for the 2022-2023 year:

- Complete a background check. Contact our School Administrative Assistant to complete this request. An invitation will be sent from Praesidium Academy welcoming you to the database.
- Complete the training "Social Media Safety" with in Praesidium Academy.
- Complete the C.A.S.E. training hosted here at Holy Trinity (dates and times announced in the weekly newsletter).

### Archdiocese of Portland Code of Conduct

All volunteers are required to read and follow the Archdiocesan Standards of Conduct for Ministry with Children and Youth. This document is [linked here](https://archdpdx.org/documents/2016/5/standards%20version%207.2015.pdf) and found online at <https://archdpdx.org/documents/2016/5/standards%20version%207.2015.pdf>.

### Child Protection Policies

A complete guide to Archdiocesan Child Protection policies can be found at <https://archdpdx.org/child-protection-victim-assistance>.

### Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students 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. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge.

### Covid-19 Volunteer Requirements

As of August 2022, all school volunteers are required to be vaccinated against Covid-19 ([OAR 333-019-1030](https://www.oregon.gov/OSDH/Pages/333-019-1030)) Policies regarding Covid-19 and its variants continue to evolve just as the virus. Check email and other communication from the school for the most up-to-date information.

### **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.

### **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students and volunteers should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file, and in silence;
4. Stand in a column of twos, facing away from the building;
5. Return to building when signal is given.

Earthquake drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Briskly find a solid surface (desk, table, etc) to crouch under;
3. A fire alarm will follow an earthquake drill, follow fire drill steps above.

Volunteers are expected to participate in all drills and adhere to the guidelines of silence.

### **Field Trips**

1. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
2. All chaperones must be 25 years of age or older.
3. Chaperones should not smoke while on the field trip. This includes the use of electronic cigarette and vapor products.
4. Chaperones should dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress code for the trip.
5. Chaperones should refrain from cell phone use while on the field trip.
6. Chaperones should not allow students to use their cell phones on the field trip.
7. Chaperones should be involved in active supervision while on the field trip and not engaged in social conversation with other chaperones.
8. Chaperones may be held responsible for accidents or injuries that happen due to their negligence.
9. Chaperones should not distribute snacks to students while on field trips.
10. Chaperones should not provide money to students while on field trips.
11. Chaperones should not photograph students during the field trip and then share or post the photos on the chaperone's social media site.
12. If driving on a field trip, chaperones should not make any stops outside of the destination and school, including gas, food and drink.

### **Gratuitous Service**

Volunteers to Holy Trinity Catholic School choose to volunteer without an expectation of anything in return. Serving in the ministry of Catholic education is a privilege and not a right. The principal reserves the right to discontinue the services of any volunteer.

**Health and Safety**

A First-Aid kit will be available on every field trip. Chaperones should at no time administer any medication to a student. These medications include, but are not limited to, over-the-counter medications.

**Inclement Weather**

If it should be necessary to close the school because of weather conditions, an announcement will be made over television. School closing will be posted on our website [www.htsch.org](http://www.htsch.org) and on the FACTS Family Portal. The Parent Alert text messaging tool in FACTS will be used to contact families. Families must have their cell phone number and provider in the directory to ensure they will receive texts.

**Responsibility**

The Administration of Holy Trinity Catholic School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

**Right to Amend**

Holy Trinity Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to volunteers.

**School Hours**

Grades Pre-K through 8 are in class from 8:15 AM – 3:05 PM. The school doors are opened for students at 8:00 AM.

**School Office Hours**

The school office is open on all school days from 7:30 AM – 3:30 PM.

**Senate Bill 155 Compliance**

In accordance with Senate Bill 155, Holy Trinity Catholic School has adopted policies to ensure the safety of all K-8 students. Holy Trinity administration will investigate all reports involving suspected abuse, or suspected sexual conduct by school employees, contractors, agents, and volunteers.

Using processes outlined by the Oregon Department of Education and the Teachers Standards and Practices Commission (TSPC), all potential employees, contractors, agents and volunteers will complete a disclosure form and their previous employers will be contacted to verify information.

Any reports involving suspected abuse, or suspected sexual conduct by school employees, contractors, agents, and volunteers will be shared with the appropriate law enforcement agencies for further investigation. Holy Trinity employees, contractors, agents and volunteers are mandatory reporters. For questions, please contact the principal.

### **Senate Bill 197 Compliance**

In accordance with Senate Bill 197, Holy Trinity Catholic School has adopted this policy on teen dating violence, domestic violence, harassment in all forms, intimidation and all forms of bullying. In line with our mission to serve God and evangelize through words, actions and intent, we firmly state that teen dating violence, domestic violence and all forms of harassment/bullying are unacceptable and are prohibited. Every Holy Trinity student and employee has the right to a safe learning and working environment.

Harassment, intimidation, acts of dating and/or domestic violence and sexual harassment by students, staff and third parties toward students is strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials. The principal and the pastor are responsible for ensuring that this policy is implemented.

The school shall incorporate into existing training programs information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, domestic violence, teen dating violence, and acts of cyberbullying.

The school shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grade 7 through 12. The school shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying.

The principal shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school website, and school office [and the development of administrative regulations, including reporting and investigative procedures]. [Complaint procedures, as established by the school, shall be followed.] Posters will be posted in Middle School areas with resources and information.

### **Share Points**

The Share Points program offers parents the opportunity to share in the Catholic education of their children. By participating, parents keep tuition as low as possible for all students. There are many opportunities throughout the year to earn share points. The PTO has sign-up sheets for many of the opportunities, or ask your child's teacher or the office. We encourage you to share your time and talents to your school.

Requirements: 20 points/hours per 2 parent family

10 points/hours per 1 parent family

- Time: One hour of service earns one Share Point.

- Talent: One hour of talent earns one Share Point. These units can be earned by volunteering for special projects such as painting, computer support, and miscellaneous construction.
- Treasure: This last category is in regards to money, or goods that the parish or school would otherwise have to purchase. Each family may choose to donate \$20.00 per Share Point. Any family who does not wish to meet their Share Point obligation by volunteering their time may choose to pay \$20.00 per Share Point to Holy Trinity School.

Many families earn points in great excess of the minimum and our school is very appreciative of this fact. For more information and a list of possible ways to earn Share Points, contact the PTO. Each family is responsible for tracking their Share Points in the FACTS Family Portal. End of the year accounting will use this database to verify completion of Share Points.

### **Sign-In Procedure**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

### **Technology**

Any photographs or statements made on a volunteer's Social Networking Site may be cause for dismissal of services and separation of the volunteer's family from the school. This includes defamatory comments made about the school administration, other teachers, students, or the parish. Volunteers should never take photographs of students during school sponsored activities. This includes, but is not limited to, field trips and class parties.

### **Volunteer Code**

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, PTO Board and Committees, classroom assistance to teachers, cafeteria/ hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact. Volunteers who have a conflict with a student are to bring the situation immediately to a supervising teacher.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish. Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

**Volunteer Dress**

Holy Trinity Catholic School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of Holy Trinity Catholic School and wear modest clothing while working in the school or during school activities. All volunteers should dress appropriately as you will come in contact with students of all ages.

**Volunteer Opportunities**

Volunteer opportunities will come from the school administration, the office, teachers, and the PTO. Information will be communicated via email and the school's weekly newsletter.



**2022-2023 Holy Trinity Catholic School  
Volunteer Handbook Acknowledgment**

I pledge to volunteer my time and talents in service to the children of Holy Trinity Catholic School.

I will uphold the expectations to the role of volunteer by observing guidelines outlined in the Volunteer Handbook and by being committed to my duties.

I promise to respect the confidentiality of the students, faculty and staff.

I have read and understand Holy Trinity's mission statement and will follow the rules, policies and procedures outlined in the Volunteer Handbook to the best of my ability.

Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_

***Please sign, date, and return to the Principal's Office.***