

Holy Trinity Catholic School
Mandatory Service Policy & Contract (revised June 2022)

In Catholic Schools, we depend upon generous donation of goods and services in order to keep expenses down and tuition reasonable. It is important that each family gives of its time and talents for the good of the parish, school, and ultimately for the improvement of facilities and services for the children. In order for our school to fully benefit from the time and talents of our families, this mandatory service policy is written to evenly share responsibilities among all registered families. Families can fulfill the indicated mandatory service hours by volunteering for a wide variety of projects and events throughout the school year. This policy allows for adequate staffing of all school-sponsored events and other programs.

For purposes of this policy, a volunteer is defined as anyone who, without compensation or the expectation of compensation, performs a task at the direction of and on behalf of the school.

The specific provisions are as follows:

- Each family registered at Holy Trinity Catholic School is required to offer a minimum of **twenty (20) hours of service per school year**, with two (2) of those hours dedicated to the annual *Gala for Education*. * Any parent, legal guardian, grandparent or immediate family member over 18 years of age may fulfill a family's service obligation.
- Service hours are self-reported. Upon completion of service activities, families are responsible for reporting their hours in the Service Hours section of *SchoolSpeak*. It can be accessed at www.SchoolSpeak.com.
- The definition of a "service hour" is flexible. All of the traditional volunteer positions count as service hours, including coaching, fundraising, baking, and classroom liaison. This also includes activities that assist the classroom that can be completed at home (for example, washing preschool toys and sharpening pencils).
- There will be a point-person for each event and volunteer effort, whether it's led by the Parent School Organization (PSO), School Board, or some other organization. If you volunteer to chair or coordinate an event, it will fulfill your family's twenty (20) hour service commitment for the year, even if the actual number of hours required for the event is less than twenty (20). * If you need assistance in finding a good fit for your service offering, we can guarantee a position to fulfill your obligation.
- If a family is unable to fulfill their required twenty (20) hours during the school year, they may buy out their commitment for a fee of \$20 per hour. * **Any outstanding hours resulting in monetary fees must be reconciled at the end of the school year.** All hours, with the exception of Field Day hours, must be entered into School Speak by the **last day of school / June 1**. Any fees due will be charged to your FACTS Account no later than **July 1**. All fees collected in lieu of service hours will be applied towards the school operating budget.

* Families of part-time preschool only students (i.e., 3 half-day, 3 full-day or 5 half-day students) are required to offer a minimum of 10 service hours per year, with two (2) of those hours dedicated to the annual *Gala for Education*.

Volunteer Procedure:

A. Volunteer Application Form

All volunteers must complete and submit the **Volunteer Application Form** found on the *School Forms* link of the School Website: <http://www.holytrinitywestmont.org/conc/holy-trinity-school/school-forms/>.

B. Screening

Background and reference checks are required for volunteer positions within Holy Trinity. This authorization is included as part of the Volunteer Application Form.

C. Compliance with the Diocese of Joliet safe environment program

All volunteers whose duties include contact with minors must also complete safe environment training. The Diocese of Joliet has selected *Virtus - Protecting God's Children*. For more information, and to register for an upcoming training class, please visit **Protecting God's Children program** at

https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=17156&theme=0.

The **certificate** received upon completion of the Protecting God's Children Workshop must be submitted to the School Office.

Volunteer Conduct:

Our Catholic schools are rooted in a **vision** and **values**:

- The **vision** for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learned formed in faith, educated for excellence and sent to serve.
- The **values** for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength...You shall love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults and students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

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Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

A volunteer operates in a position of trust. Some volunteer positions, by necessity or by chance, will result in an intersection between the volunteer and confidential information. The practice of the virtue of discretion and the avoidance of offenses against truth (as defined in the CCC #2475 - 2479) are required of all volunteers. Certain volunteer positions may require the signage of a confidentiality policy prior to beginning volunteer service.

Please note that all volunteers coming into the school building must check in at the school office.

Mandatory Service Policy Acknowledgement:

Please sign and date the **Mandatory Service Contract** indicating your family has read this information. **Signed Service Contracts are due to the School Office with all other registration forms.**

Yes, I have read and understand Holy Trinity's Mandatory Service Policy:

Parent/Guardian Name (Print)	Email	
Parent/Guardian Signature	Date	Phone Number
Parent/Guardian Name (Print)	Email	
Parent/Guardian Signature	Date	Phone Number

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