

Blessed Trinity Catholic School

Volunteer Handbook 2018-2019



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Jacksonville, Florida 32246
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www.blessedtrinitycatholicschool.org
btschool@comcast.net

Dear Valued BTCS Volunteer:

Volunteers provide support and assistance for the many events, field trips, fundraisers, and day-to-day activities of the children and the school. Our volunteers are invaluable to us and greatly enhance our ability to provide a well-rounded educational experience for our children. We thank you for your service in the past and your continued service in the future.

If you are not currently a volunteer but are considering becoming one, we welcome you and look forward to seeing you soon!

Sincerely Yours in Christ,

Marie Davis
Principal

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CLEARANCE PROCESS

In this day and time of so much danger to children, it is important to ensure that anyone who deals with the children in the normal course of the school day is a person of good character. To that end, the Diocese of St. Augustine has established a rigorous clearance process. Any adult who will be in contact with our children in a supervisory capacity (or whom the children may perceive as a person of authority) must complete the clearance process before being allowed to volunteer when children are present. This process includes:

1. Diocesan Live Scan Fingerprint clearance through Fieldprint, Inc. or MorphoTrust USA
2. Three reference checks from non-family members
3. Attendance at a *Protecting God's Children* workshop
4. Signed Standards of Ethical Conduct

Live Scan fingerprint clearance is valid for a five-year period. You will be notified of the need to renew via email before your clearance expires.

Volunteers in the VPK classroom must also obtain live scan clearance via the Department of Children and Families. Please note that there is a fee for both of these scans. Unfortunately, Blessed Trinity cannot fund the cost of these live scans, and the cost must be passed on to the individual volunteers.

SERVICE FEE/VOLUNTEER HOURS

A fee of **\$300** has been added to your tuition amount. Each family is required to give 20 hours of service to the Blessed Trinity school community. Hours should be completed between **May 18, 2018 and May 17, 2019**. A refund of **\$15** will be given for each hour served by **May 17, 2019**. A maximum credit of **\$300** per year may be refunded. If service fee is paid in full and student withdraws, a refund of **\$30** per month will be made for each full month the student is not in attendance. Approved service time must directly benefit the material condition or operation of the school.

EIGHTH GRADE END-OF-YEAR FUNDRAISER VOLUNTEER HOURS

Hours served in fundraising for the specific benefit of the 8th grade class are not included toward the twenty-hour requirement.

VOLUNTEERING DURING SCHOOL OFFICE HOURS

Volunteers must sign in and out on the computer in the front office.

VOLUNTEERING OUTSIDE OF SCHOOL OFFICE HOURS

There are opportunities to obtain volunteer hours for those who have not been cleared to work with the children (assisting teachers with tasks that may be done at home, school clean up days, etc.). Volunteer hours completed off-site or outside of school office hours **must be documented on the *Adult Volunteer Service Hour Log*, which may be found on the *Forms* tab of the Blessed Trinity School website (blessedtrinitycatholicschool.org)**. Date, time, and nature of service must be included on this document. The service log should be submitted to the office quarterly.

GENERAL VOLUNTEER GUIDELINES

- All volunteers are expected to dress appropriately. Clothing should be modest and neat.
- Volunteers may not drop in to a classroom to see their children during the school day. This is an interruption to the teacher and to the educational process.
- Volunteers should refrain from conducting conversations in school hallways, as this may disturb the learning process of the children in the surrounding classrooms.
- The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **non-school-aged siblings should not accompany a parent who is volunteering in the lunchroom, assisting with class parties, etc.**
- Volunteers should notify school staff of behavioral or medical issues that occur. These issues should not be addressed by the volunteer. Volunteers should never personally contact other parents to discuss situations that may have occurred with their children while the volunteer was present. It is the responsibility of school personnel to address student needs and to contact a child's parent when necessary.
- Pictures taken at school events should not be posted on any social media site (Facebook, Instagram, etc.).

LUNCHROOM VOLUNTEERS

Lunchroom volunteers help with the following:

- May assist the café manager with serving food. **(Only one volunteer is necessary in the kitchen. If someone is already assisting in the kitchen, other volunteers should assist lunchroom personnel with student needs and clean up requirements.)**
- Coordinating the disposal of trash at the end of each lunch period
- Wiping down lunch tables in between lunch periods and at the end of the lunch hour
- Sweeping under the tables after lunch is complete

Lunchroom volunteers should never offer food/treats to any child other than their own, even if they have a relationship with the child outside of school.

VPK (Voluntary Pre-Kindergarten) SAFE ENVIRONMENT CLEARANCE

If you have lived outside of the state of Florida in the last five years, you will be required to obtain a clearance from the prior state(s) (at a charge to you) and submit it to the DCF. Please consider this before starting the volunteer process for the VPK classroom.

1. Complete and sign the **History Screening** form (<http://www.dosaf1.com/policies-resources/>) and **return it to the school office**. Please ensure that you check the box on the second page of the **History Screening form** allowing the release of the records so that the diocese may release the results to the school.
2. Contact the school office to set up an appointment with Mrs. Sumbeling. It is necessary for the school to establish a file in your name in the clearinghouse for DCF. You will be required to sign a Privacy Policy disclosure statement, and a form will be provided to you that must be taken to the Early Learning Coalition.
 - a. **An Attestation of Good Moral Character (copy provided by office) must be signed, and returned to the office.**
 - b. An acknowledgment that you have read the Privacy Policy must be provided to the office (copy of policy is provided by office).
3. **Contact the Early Learning Coalition at 208-2040 to set up an appointment for a live scan.** Take the form provided to you by the school office with you to the live scan site.
 - a. The VPK live scan fee (cash or money order) must be paid at the time of your appointment. Fees may be changed without notice.
4. Schedule a Live Scan appointment with Fieldprint, Inc. or MorphoTrust USA (see *Live Scan Instructions for Volunteers in Pre-Kindergarten – Eighth Grades*).
 - a. Fees may be changed without notice. Please note that the Live Scan results are usually received by the diocese in 24 to 72 hours. Receipt of clearance by the school will depend on diocesan processing time.
5. Have three **non-family members** complete the Confidential Reference Check forms (copy provided in this handbook). Return the references to the school office.
6. Register for a *Protecting God's Children* workshop by logging onto www.virtus.org.
 - a. Select *First Time Registrant*
 - b. Select *View a List of Sessions*
 - c. Select *St. Augustine (Diocese)* from the drop down menu.
 - d. Choose a *Protecting God's Children* workshop that is most convenient for you. (Please review the spaces remaining information and any notes provided to ensure that the class is not full or restricted to certain individuals.)
 - e. Click on *Start Registration*.
 - f. Create a User ID and Password.

- g. Follow the prompts to answer a series of questions. Answer all questions marked with a red asterisk.
 - h. Select the session you wish to attend.
 - i. You are now registered.
 - j. Provide a copy of the certificate presented at the end of the class to the office.
7. Read the document *Standards of Ethical Conduct for Lay Employees and Volunteers (provided in this handbook)*. Sign the acknowledgement page, and return it to the school office.
8. Complete the Volunteer Contact/Emergency Contact Form (included in this handbook) and return to the office.

Kindergarten – Eighth Grade SAFE ENVIRONMENT CLEARANCE

1. Complete and sign the **History Screening** form (<http://www.dosafl.com/policies-resources/>) and **return it to the school office**. Please ensure that you check the box on the second page of the History Screening form allowing the release of the records so that the diocese may release the results to the school.
2. Schedule a Live Scan appointment with Fieldprint, Inc. or MorphoTrust USA (see *Live Scan Instructions for Volunteers in Pre-Kindergarten – Eighth Grades*).
 - a. Fees may be changed without notice. Please note that the Live Scan results are usually received by the diocese in 24 to 72 hours. Receipt of clearance by the school will depend on diocesan processing time.
3. Have three non-family members complete the Confidential Reference Check forms (copy provided in this handbook). Return the references to the school office.
4. Register for a *Protecting God’s Children* workshop by logging onto www.virtus.org.
 - a. Select *First Time Registrant*
 - b. Select *View a List of Sessions*
 - c. Select *St. Augustine (Diocese)* from the drop down menu.
 - d. Choose a *Protecting God’s Children* workshop that is most convenient for you. (Please review the spaces remaining information and any notes provided to ensure that the class is not full or restricted to certain individuals.)
 - e. Click on *Start Registration*.
 - f. Create a User ID and Password.
 - g. Follow the prompts to answer a series of questions. Answer all questions marked with a red asterisk.
 - h. Select the session you wish to attend.
 - i. You are now registered.
 - j. Provide a copy of the certificate presented at the end of the class to the office.
5. Read the document *Standards of Ethical Conduct for Lay Employees and Volunteers* (provided in this handbook). Sign the acknowledgement page, and return it to the school office.
6. Complete the Volunteer Contact/Emergency Contact Form (included in this handbook) and return to the office.

LIVE SCAN INSTRUCTIONS FOR VOLUNTEERS IN PRE-KINDERGARTEN THROUGH EIGHTH GRADES

IMPORTANT: If you are or will be an employee in a school (including working as a substitute teacher, an extended day employee, a **coach**, third-party contracted personnel, construction site worker, etc.) the Jessica Lunsford Act requires that you are screened using the “Employees – Educators and School Staff” or the “Contracted Personnel – Schools” code when submitting your fingerprints. **Fieldprint Code – FPStAugustineEdu or MorphoTrust Code – 16040156.**

You will be required to enter your contact information and demographic information. You will be asked to provide other personal information which is required by the FDLE/FBI in order to process your history screening. (Ensure that you use the **same name in the same format** when completing the History Screening form.)

You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online. **SCHEDULE AN APPOINTMENT AT ONLY ONE OF THE COMPANIES LISTED BELOW.**

Fieldprint, Inc.:

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to www.fieldprintflorida.com website
- Click on ‘Schedule an Appointment’
- Follow instructions for ‘New User Sign Up’ – Click on ‘Sign Up’
- Select ‘I Know My Fieldprint Code’
- Click on ‘Continue’
- In the Fieldprint Code box, enter the appropriate code from the list below (codes are case sensitive):
- Click on ‘Continue’

Category	Access Code
Volunteers	FPStAugustineVol
Coach /Employee/Third-Party Contracted Pers.	FPStAugustineEdu

MorphoTrust USA:

If you have any questions about the scheduling process, please call 800-528-1358.

- Log on to www.identogo.com website
- At bottom right corner, select ‘Click Here to Schedule an Online Appointment’
- Click on the state of Florida
- Click on ‘Online Scheduling’
- Click on ‘Follow this link in English’ or click on the Spanish instructions
- Enter your first name and last name
- Click on ‘Go’
- ‘Agency Name’ click on ‘VECHS – Volunteer and Employee Criminal History System’
- Click on ‘Go’
- Choose ‘Employee’ or ‘Volunteer’ from the drop down list
- Enter the appropriate ORI number (below) in the box
- Click on ‘Go’
- Enter your zip code or select ‘Northeast’ from the drop down list and click on ‘Go’
- Click on ‘To Schedule an Appointment’ and select a time

	ORI Number
Volunteer	16040011
Coach /Employee/Third-Party Contracted Pers.	16040156

DIOCESE OF ST. AUGUSTINE
CONFIDENTIAL REFERENCE CHECK

Name of Volunteer Applicant _____

Class/Club/Sport for which you are volunteering _____

The above named person has volunteered his/her time to work with the students at Blessed Trinity Catholic School, an entity of the Diocese of St. Augustine, and has given your name as a reference. Please complete this form and return by mail or in person to the following address at your earliest convenience. The information you provide will be kept strictly confidential and will be used solely to evaluate the applicant's suitability for service within the Diocese of St. Augustine.

Please return form to: Blessed Trinity Catholic School
 10472 Beach Boulevard
 Jacksonville, FL 32246

1. How long have you known the applicant? _____

2. What is your relationship with the applicant? _____

3. How would you describe this applicant's personality? _____

4.	Do you have any knowledge of the applicant being arrested or convicted? If yes, please explain _____	YES _____	NO _____
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5.	Based upon your experience, is the applicant reliable, responsible, and dependable?	_____	_____
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6.	Would you trust the applicant to work in connection with youth, the disabled, or the elderly? If no, please explain: _____	_____	_____
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7. Is there anything else about the applicant that you would like to share?

_____	_____	_____
Reference Name (please print)	Reference Signature	Date

_____	_____	_____
Home Address/Zip	Home Phone	Work Phone

THANK YOU FOR YOUR TIME AND PROMPT RETURN OF THIS FORM

Standards of Ethical Conduct in the Diocese of St. Augustine - for Lay Employees and Volunteers

Introduction.

The term "church worker" includes clergy, religious, lay ministers and employees, and volunteers in diocesan or parish ministries or programs.

Applicability. The following ethical standards apply to church workers in the Diocese of St. Augustine.

These ethical standards are not intended to inhibit any church workers in carrying out their ministry or jobs, or to limit their accessibility to the faithful. Accordingly, these standards are to be interpreted broadly, and with the understanding that they will require adaptation to various and changing circumstances. These ethical standards presuppose the existence of other laws, policies and procedures, both civil and canonical. Actions already condemned by the law or moral teachings of the Church, or by civil law are rarely repeated in these ethical standards except when deemed necessary to emphasize their significance or seriousness.

The primary purpose of these ethical standards is to serve as a guide for more effective ministry and job performance for those to whom they are applicable. Ultimately, these ethical standards are intended to assist us all in the living out of our diocesan mission statement as we, "strive to know, love and serve God in our world through the grace of Jesus Christ, the love of the Father and the guidance of the Holy Spirit."

Standards of Conduct Regarding Counseling Activities (Applies to those involved in counseling activities of any kind)

When clergy, religious, spiritual directors and church workers are involved in counseling activities, they are in a professional relationship with the persons they counsel - as such, they should always be aware that they have considerable personal power because of their ministerial role. Accordingly, they should be particularly aware of the need for healthy physical, emotional, sexual, intellectual and spiritual boundaries. The pastoral and spiritual well-being of those counseled should always be the focus of the relationship.

Any church workers engaged in counseling on behalf of a parish or diocesan ministry, and spiritual directors should be mindful of their level of training and competence and should so advise those who seek their counsel. They should make appropriate referrals to other professionals when this would be in the best interest of the person seeking counseling.

Counseling by all except spiritual directors should be short-term in nature. If additional counseling appears to be needed after about three counseling sessions, the person counseled should normally be referred to an appropriately qualified professional. However, this ethical standard is not meant to preclude longer periods of counseling within the context of specific programs with established goals and objectives such as, for example, marriage preparation or Project Rachel post-abortion counseling.

Any church workers engaged in counseling on behalf of a parish or diocesan ministry, and spiritual directors should give careful consideration to the possible consequences of entering into a counseling relationship with a person with whom there is a pre-existing business, professional or social relationship. Pre-existing relationships can blur the appropriate boundaries necessary for a counselor-counselee relationship, and can impair the judgment of the counselor or spiritual director. Where this situation is unavoidable, counselors and spiritual director should even more diligently establish and maintain appropriate boundaries.

Counseling and spiritual direction sessions should never be audiotaped or videotaped.

Any church workers engaged in counseling on behalf of a parish or diocesan ministry, and spiritual directors should studiously avoid any inappropriate sexual innuendo in the content of counseling or direction. This is especially so when the subject matter of the counseling or spiritual direction involves some aspect of human sexuality.

Any church workers engaged in counseling on behalf of a parish or diocesan ministry, and spiritual directors assume complete responsibility for establishing and maintaining clear and appropriate boundaries in all counseling-related relationships. If a person being counseled, by word or actions, indicates an unwillingness or inability to abide by appropriate boundaries, it is the responsibility of the counselor or spiritual director to immediately terminate counseling and, if warranted, refer the person being counseled to another professional.

Physical contact beyond a handshake between a church worker engaged in counseling on behalf of a parish or diocesan ministry, or spiritual director and one being counseled can be misconstrued and should be avoided unless the counselor or spiritual director is certain that the contact is appropriate under the circumstances.

Counseling and spiritual direction sessions should always be conducted at appropriate places and times.

Whenever possible, counseling sessions should be held during regular business hours established by the parish or ministry, and in an office setting. Further, offices in which counseling takes place should be designed to include a window in the door or wall, made of glass or similar material, through which human forms are distinctly visible. Where no such counseling setting is currently available steps should be taken at the earliest possible time to modify existing counseling facilities.

Sessions should never be conducted in the private living quarters of either the priest, deacon, religious, church worker engaged in counseling on behalf of a parish or diocesan ministry, or spiritual director, or the person being counseled.

Sessions should not be conducted at places or times which could cause confusion or generate ambiguity about the nature of the relationship either in the mind of the church worker engaged in counseling on behalf of a parish or diocesan ministry, spiritual director, the person being counseled, or the church community.

Any church workers engaged in counseling on behalf of a parish or diocesan ministry, or spiritual directors should be careful to observe the ethical standards of any professional associations to which they may be required to belong, to the extent that those ethical standards do not contravene divine law or the moral teachings of the Church.

Standards of Conduct in Financial Matters and Regarding Church Property

Church workers should be good stewards of any church property or goods over which they exercise supervision. They should treat such property with the care, concern and respect with which they would treat their own private property.

Church workers should avoid commingling their own private funds with church funds, and they should never expend church funds for private or non-church purposes. There should always be a direct and articulable church-related purpose for the expenditure of church funds.

Church workers should never appropriate church property or resources to their own private or non-church uses, or allow others to do so. Occasionally, however, it may be appropriate to allow the use of church property or resources for a civic or social event. This should only be done with the specific approval of the pastor or church official responsible for the property or resources.

Standards of Conduct in Dealing with Minors and Vulnerable Adults

Church workers have a moral and ethical obligation to use good judgment in dealing with minors and vulnerable adults. Good judgment in this context means that church workers will avoid any actions which

violate personal integrity or abuse the trust bestowed upon them as a result of their positions. It means that the physical and emotional safety and security of minors and vulnerable adults will always be given paramount consideration in church programs and ministries. It means that church workers will always strive to avoid even the appearance of impropriety in such matters.

Definition of a vulnerable adult: A vulnerable adult is a person 18 years or older whose ability to engage in the normal activities of daily living, or to care for him/herself is impaired because of mental, emotional, physical or developmental causes, or from the infirmities of old age. Florida Statutes, Sec. 415.102.

Church workers should avoid physical contact with minors and vulnerable adults beyond what is required by the circumstances. When circumstances do call for physical contact that contact should never go beyond hugs, handshakes or hand-holding.

Any physical contact with minors or vulnerable adults should only occur in circumstances that are in plain view of others, for example, in the same room, from a distance, or by way of window or glass opening.

The emotional comfort of the minor or vulnerable adult, rather than the church worker's habits or modes of expression, should always be the primary consideration when engaging in any physical contact.

Church workers should be conscious of their vulnerability when working alone with minors or vulnerable adults. Accordingly, a team approach to ministries and programs involving these persons is always preferable to the extent possible.

The use of any alcohol or tobacco products by church workers while actively engaged in youth ministry or activity with minors or vulnerable adults is unethical conduct in this diocese.

It is always unethical and usually illegal for church workers to provide, or to knowingly tolerate the provision of, alcohol or tobacco products to minors or vulnerable adults.

Overnight accommodations in rectories or convents should never be provided for minors or vulnerable adults who are unaccompanied by parents or legal guardians, or who are not closely related by blood or marriage to the priest or religious occupants of the rectory or convent.

Church workers should never go on diocesan or parish sponsored outings or overnight trips with unchaperoned minors or vulnerable adults other than their own children, or those who are closely related to them. Additionally, it is inappropriate for an adult to share a bed with a minor or vulnerable adult during any church-sponsored travel or outings.

It is unethical, immoral and potentially illegal for a church worker to show sexually explicit materials of any kind or type, under any circumstances, to minors or vulnerable adults.

It is unethical, immoral and potentially illegal for church workers to discuss sexual experiences, engage in sexual innuendo, or tell sexually oriented jokes with or to minors or vulnerable adults.

It is unethical and immoral for church workers to use sexually explicit language or "curse" words in the presence or hearing of minors or vulnerable adults.

This ethical standard is not meant to prohibit any diocesan or parish authorized educational programs which include discussions of sexuality in the context of catechetical instruction or education in Christian morality.

ACKNOWLEDGMENT

I have read the foregoing Standards of Ethical Conduct. I agree that, if I do not understand something in these standards, or I am not sure if something in them applies to me, I will ask my supervisor or inquire at the Human Resources Office or the chancellor's office.

Sign Name

Print Name

BLESSED TRINITY CATHOLIC SCHOOL
VOLUNTEER CONTACT/EMERGENCY CONTACT INFORMATION



NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: _____

CELL PHONE: _____

EMERGENCY CONTACT #1 NAME: _____

RELATIONSHIP: _____

PHONE: _____

EMERGENCY CONTACT #2 NAME: _____

RELATIONSHIP: _____

PHONE: _____

This Student/Parent Handbook is a live document.

Revisions are shown in blue.

Revision Date: April 23, 2018