



HOLY SPIRIT CATHOLIC SCHOOL

8800 Braddock Rd
Annandale, VA 22003



PARENT SCHOOL SERVICE COMMITMENT (PSSC) HANDBOOK

***SUBJECT TO CHANGE BASED ON THE NEEDS OF THE SCHOOL
AND THE SCHOOL COMMUNITY***

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OVERVIEW

Holy Spirit Catholic School ("School") is a wonderful place for your children to grow both spiritually and academically! The School Administration and Parent Teacher Organization ("PTO") continue to believe that parent involvement and participation in School activities is not only a means to show our support for the Faculty and the School, but is absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the School to our children. Educational research also demonstrates that children achieve at higher levels if parents are involved in their child's education.

Beginning with the 2008-2009 academic year, the School instituted the Parent School Service Commitment ("PSSC") program. Under this program, the parents or legal guardians of each student registered at the school are required to complete a minimum of 20 service hours per family, or 10 service hours for single parent families, each school year. Single parent families include families with a deployed spouse. **The school year is defined as the day after the last day of school to the last day of school for the next year.** Committee chair and opportunities to earn service hours are outlined and described in this Handbook.

In addition to the required services hours, up to 6 hours (3 days) are required for Recess Duty (dependent on the School's enrollment). Families may use Recess Duty Substitutes to fulfill part or all the Recess Duty hours obligation and are to be coordinated and paid as outlined in the Recess Duty Policy. A family may report "additional recess duty" PSSC service hours after a minimum of four (4) Recess Duty hours are completed. For example, if a family performs recess duty on three days, for a total of 6 recess duty hours, 2 of those hours may be reported as PSSC service hours. A family may not report Recess Duty hours for which you were paid as a substitute.

If a family has extenuating circumstances that might prevent them from fulfilling their PSSC service hours, make an appointment to discuss with the Principal, who has the discretion to excuse or reduce the commitment for families.

****Please note that all volunteers coming in contact with students are required by the Arlington Diocese to undergo a personal background check and complete a VIRTUS child safety training course. To register for an upcoming VIRTUS class entitled "Protecting God's Children," please go to www.VIRTUS.org. The background check is an online process which must be completed prior to performing any volunteer work. Please see the school website under the Current Families tab for information on accessing the online application.**

GUIDELINES

The goal of this program is to give our children the best education possible through the gift of your time and talents to assist the School, faculty, and students. Thank you for your understanding and participation. The PSSC Coordinators always welcome suggestions you have to help make this program run smoothly and effectively.

Earning PSSC Service Hours

Service hours are earned by participation in any of the activities listed in the Volunteer Opportunities List of this Handbook. This list contains the type of service hours earned for various activities and estimated time commitment. Every attempt has been made to include all activities; however, as the school grows, additional activities may qualify for PSSC hours. Please feel free to contact the PSSC Coordinators to determine if other activities fulfill PSSC requirements.

The described time commitments and the number of needed people for both chairpersons and volunteers are guidelines; some activities may require more or fewer people or time than listed. Furthermore, volunteers serving as PTO Executive Board Members, Committee Chairpersons, and Homeroom Parents will receive 20 hours for their service, provided they fulfill the term of their commitment.

Reporting PSSC Service Hours

Each family is responsible for reporting their own hours of volunteer service to the PSSC Coordinators using the link on the School website. To submit PSSC hours, from the School website, follow the PTO tab to "Submit Your Hours." PSSC service hours should be submitted regularly. PSSC Family Reports will be periodically sent home for families to check that their hours have been properly accrued. (<https://www.holyspiritflames.org/pto/pssc-volunteer-hour-submission/>)

All unfulfilled hours, as of the predetermined PSSC deadline, will be assessed a predetermined dollar amount (currently \$20) per missing hour. This assessment is a penalty for failing to fulfill the service commitment and should not be considered a substitute for service. All assessments will be submitted to PTO via check. Any hours over the required amount may not be carried over to the following year and are not transferable to another family. If your PSSC account is not settled at the end of the year, report cards and transcripts will be withheld until the balance of the money or hours has been reconciled.

Differentiating between PSSC Hours and Fundraising, and Parish Service

The PSSC program was established to fulfill the need for time and talents to support the school, faculty, and students. Participating in fundraisers and donating goods or money satisfy a separate fiscal need. Providing service to parish ministries that are not directly connected to the school community satisfies yet another need, for time and talents in support of the parish. Therefore, while participation in fundraising initiatives and providing services to the parish liturgical and adult programs are valued greatly, they are not considered PSSC service hours.

The following are examples of these activities which are not reportable as PSSC service hours: selling chocolate bars, popcorn, or cookies door-to-door or at a booth; providing liturgical assistance at mass; participating in service through ministries such as the Food Ministry, Good Samaritan Society, etc.; donating to a food or toy drive at the school or parish.

PSSC service hours are often performed in combination with a donation of goods. Families spend both time and money going to the store and preparing items to send to the school for various activities. The time spent in this combined donation of service and goods may be reported as PSSC service hours. The rule of thumb is that if you pick up items during your regular shopping and send them in with your student, you report a half hour of PSSC service, regardless of the cost of the items. If you spent extra time to go to a special store for a certain supply, or to prepare an item (e.g. cutting up fruit), you log the time you spent to acquire and prepare the items sent in. In order to comply with current tax laws, the monetary value of donations of money or goods to the School or PTO CANNOT be equated to fulfillment of PSSC hours, i.e. \$20 cash does NOT equal one (1) PSSC service hour.

Fundraising Note: Serving as a committee chair or committee member to organize and operate a fundraising event is considered PSSC service. Time spent as a **participant** in a fundraiser (e.g. selling cookies, attending the auction, buying a tree) and value of goods or money donated are not reportable as PSSC service hours.

SIGNED ACKNOWLEDGEMENT

Parent School Service Commitment (PSSC) Handbook

I acknowledge that I have been provided access to the PARENT SCHOOL SERVICE COMMITMENT (PSSC) HANDBOOK. I understand that it is my responsibility to fulfill my obligation of 20 PSSC service hours and 6 hours of Recess Duty per family or 10 PSSC service hours and 6 hours of Recess Duty per single parent family to the school. Failure to fulfill this obligation will result in report cards or transcripts being withheld until such time as my account has been reconciled. I understand that it is my responsibility to keep track and submit my completed volunteer hours through the Holy Spirit School website. I also understand that throughout the school year I will be alerted of my balance of completed volunteer hours. Unfulfilled hours will be assessed \$20 per hour and submitted via check.

Child/Children's LAST NAME: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

VOLUNTEER OPPORTUNITIES

To volunteer for any of these activities, please contact the committee chairperson listed in the school directory or watch for volunteer opportunities sent by email from homeroom parents, PTO and the principal.

Committee/ Opportunity	Timeframe	Where Accomplished	Chairperson Requirement	Committee Members	Description
Annual Fundraiser (Development)	School Year	Home/ School/ Other	1 or 2 Co-Chairs Fulfills PSSC requirement	Varies	Chairpersons are responsible for all phases of preparing and executing a fundraiser to be determined that raises approximately \$10,000-15,000. Past fundraisers have included The Race for Education, Read-a-thon, and World's Finest Chocolates. Job description includes marketing of event, selecting incentives for student/family participation, pre-/post-activity reports to PTO, and requires at least 3 months to plan and execute effectively.
Band Boosters	September to June	School	n/a	2-3 members 15 PSSC hour commitment	Volunteers assist the band instructor in planning for concerts, Diocesan Band Festival, Lunch On The Lawn, and the annual band trip.
Basket Coordinator (Development)	Fall or Spring	Home/ School/ Other	2 Co-Chairs Fulfills PSSC requirement	Varies	Chairpersons are responsible for managing the production and sales of baskets for either the Talent Show or the Auction (one not both) by coordinating with Homeroom Parents regarding timeline for preparation, theme, budget, rules, marketing, and delivery.
Bookfair (Development)	Fall	School	2 Co-Chairs Fulfills PSSC requirement	30-40 members 2-4 PSSC hour commitment	Assist the Librarian in the coordination, set up, and sales during the Book Fair held in the Fall. Will recruit volunteers to help at the Book Fair.
Bulletin Board (Membership)	August to June	Home/ School	1 Chairperson Fulfills PSSC requirement	n/a	Responsible for creating and decorating the bulletin board that features the Students and Faculty birthdays for each month; some months may be combined especially at the beginning and end of the school year to help feature all birthdays. 1-2 hour time commitment per month depending on the number of birthdays
Catholic Youth Organization (CYO) Coach	Varies with each Sport	Home/ School/ Other	Varies Each Coach fulfills PSSC requirement	n/a	Volunteers needed to Coach and Commission CYO/Team sporting events, including but not limited to track, soccer, football, basketball and tennis.
Christmas Boutique (Development)	November through December	School	1 Chairperson Fulfills PSSC requirement	10-15 members 2-4 PSSC hour commitment the day of Boutique	This annual event allows students to do holiday shopping for family members. Event typically held in early December. Chair is responsible for organizing with the company that supplies gift items and organizing volunteers for this event. Volunteers will set up the shopping area, assist students with purchases, help wrap gifts and clean up after the shopping area closes.

Committee/ Opportunity	Timeframe	Where Accomplished	Chairperson Requirement	Committee Members	Description
Christmas Trees (Development)	September to mid-late December	Home/ School via the Tree Stand/ Other	1-4 Co-Chairs Fulfills PSSC requirement	10-20 members for set-up, breakdown, tree unloading 1-6 PSSC hour commitment 3-5 members / selling shift* 3 PSSC hour commitment	Chairpersons organize and schedule volunteers to help set-up and breakdown the tree stand, contract to purchase and then unload the trees. Chairpersons must obtain the proper permit(s) from Fairfax County. *selling shift - minimum of 3 per weekday evenings and a minimum of 5 per weekend days/evenings
Crayola Colorcycle (Membership)	School year	Home/ School	1 Chairperson Fulfills PSSC requirement	10 members 4-8 PSSC hour commitment every 3 months	Chairperson is responsible for all aspects of the marker recycling program. This includes gathering volunteers, advertising the program, and organizing the donation, collection, and mailing of used markers to Crayola for recycling. Volunteers will be responsible for collecting markers for one grade level and helping the Chairperson prepare them for shipping.
Development (Development)	School year	Home/ School/ Other	VP for Development	3 members PSSC hour commitment varies	Chairpersons will work closely with the VP for Development to generate fundraising ideas then manage all aspects of the events from start to finish to include planning activity, organizing volunteers, overseeing collection of funds, etc.
Field Day (Membership)	January to late May	Home/ School/ Other	3 Co-Chairs Fulfills PSSC requirement	75-100 members 6-8 PSSC hour time commitment on Field Day	Chairperson and 2 Co-Chairs (one computer savvy) plan, organize, and manage activities for Field Day which takes place in late May. This includes working with the PE teacher to plan the event, adhering to a budget, creating teams of students & parents, ordering t-shirts, providing breaks, water, snacks, and lunch during the event for all participants.
Field Trip Chaperone (Membership)	Varies based on Field Trip	School/Other	n/a	Varies based on Field Trip ** Typically, 6-8 PSSC hour, varies based on Field Trip	Chaperones accompany the students on school sponsored Field Trips. (Siblings of students may not accompany you on the field trip because of insurance regulations.) **Each teacher is responsible for selecting Field Trip Chaperones**
Gala / Auction (Development)	2 Year Cycle: Oct. 1st year (planning year) to Nov. 2nd year (auction year)	Home/ School/ Other	2 Co-Chairs Fulfills PSSC requirement	20-30 members PSSC hour commitment varies	Chairpersons are responsible for all phases of preparing for the biannual Gala Auction Fundraiser. Responsibilities include, but are not limited to, such things as recruiting volunteers for planning and auction night, identifying a theme, soliciting donations from the community, school staff, parents, and classroom baskets, securing a location, organizing food and decorations, and working as a liaison between the school and the Parish.
Health Screening Aides (Membership)	Early Fall	School	n/a	15-30 members 15 PSSC hour time commitment	Volunteers assist the School Nurse in various ways, including escorting children to and from the screening areas and some aspects of the vision and hearing testing as needed by the School Nurse.
High School Grant (Membership)	Feb to May, award presented at 8th grade graduation	Home/School	1 Chair Fulfills PSSC requirement	3-5 members 10-15 PSSC hour time commitment	Chairperson and volunteers are responsible for developing a theme and advertising for each year's essay then collecting the 8th grade papers submitted to this program. They will then review and nominate 2-3 of the submitted papers as recipients of a Grant at graduation.

Committee/ Opportunity	Timeframe	Where Accomplished	Chairperson Requirement	Committee Members	Description
Homeroom Parent Coordinators (Membership)	School year	Home/ School/ Other	2 Co-Chairs Fulfills PSSC requirement	*homeroom parents	Chairpersons are responsible for selecting Homeroom Parents for each class at the beginning of the school year. They will hold a meeting for those parents selected to explain the Homeroom Parent responsibilities in detail. Throughout the school year they are called upon to assist School Community, Social, Fundraising and After-School Student Enrichment Programs with helping in areas such as solicitation of more volunteers.
Homeroom Parents, PreK through 8th (Each Class) (Membership)	School Year	Home/ School/ Other	*homeroom coordinators	20 members Fulfills PSSC requirement	Room parents work closely with the teachers to plan and implement various classroom activities throughout the year. Room parents also serve various other functions, including coordinating classroom projects and/or baskets for an auction or raffle, implementing plans for celebrations during Catholic Schools Week, and other functions. Room Parent duties DO NOT pertain to academic issues in the classroom (i.e., Room Parents do not grade papers) Homeroom parent responsibilities will be shared by 2 parents. Indicate your interest in this volunteer opportunity at the beginning of the school year!
Hospitality (Membership)	School year 1-2 events per month	Home/ School/ Other	2 Co-Chairs Fulfills PSSC requirement	4-12 members / event 2-5 PSSC hour commitment / event	This committee is “on call” to provide home-baked goods, paper products, drinks, etc. for various events throughout the year including but not limited to: monthly teacher luncheons, Open House, Back to School Night, Catholic Schools Week activities, etc. Chairpersons plan and solicit help for listed events as well as be “on call” for others. Teacher Luncheons are usually buffet style and are served in the Teachers’ Lounge. Other duties include the set-up/breakdown, serving and clean-up of events.
In School / Classroom Assistance (Membership)	School Year	School	**Each teacher is responsible for soliciting classroom assistance. **	Varies PSSC hour commitment varies	Volunteer assistance may be needed during: Art, Music, Gym, Library, School Pictures, 1st Reconciliation, 1st Communion, Confirmation, and in the Classroom (includes helping in Class and providing items for Class Events such as snacks, drinks, party activities, etc.). NOTE: Art and Music may require more assistance when it comes to hanging Student artwork, Holiday Events or the Christmas Concert.
Membership (Membership)	Intense September/ School year	Home/ School	PTO VP Membership	2-3 members 5-8 PSSC hour commitment	This committee will work closely with the VP for Membership to edit the school directory and distribute the directory at the Volunteer Fair. This committee’s workload is intensive during the first two weeks of school in order to have the directory printed in time for the Volunteer Fair. Additionally, one member will be tasked with creating and publishing the weekly PTO Highlights email.
New Family Coordinator (Membership)	Emphasis prior to start of school / School year	Home/ School/ Other	2 Co-Chairs Fulfills PSSC requirement	Varies 2-4 PSSC hour commitment	Chairperson assists the School in pairing families new to the School Community with sponsors from within the School Community. Together, the Coordinator and sponsor families ensure that all new families have pertinent information about being a family in the School Community including but not limited to: answering questions, referring families to the necessary people, and helping new families understand School policies that are outlined in both the Parent-Student and PSSC Handbooks available on the School website. The Chairperson will get help from the Hospitality and “SON”shine Committees while planning the Ice Cream Social for New Families usually held the week before school starts.
PSSC Coordinators (Membership)	School year	Home/ School *computer and internet required	2 Co-Chairs Fulfills PSSC requirement	n/a	Chairpersons work closely with the PTO Vice President for Membership to help ensure accurate accounting of each family’s volunteer service hours reported through the School’s website. Coordinators will issue to all families at the close of each marking period an accumulated hour report to allow families to verify their reported hours.
PTO Executive Board Member (Principle)	School year	Home/School/Other	5 Chair Fulfills PSSC requirement	n/a	Executive Board members are elected annually by the PTO General Membership. Duties include attending monthly PTO meetings, the New Family Social, Back to School Night, the Volunteer Fair, and the Parish Picnic. Board members carry out duties specific to the office they hold (President, Vice President for Membership, Vice President for development, Treasurer, and Secretary) as set forth in the PTO bylaws and assist the Principal with various matters as the need arises. Executive Board members also set PTO budget and fundraising goals.

Committee/ Opportunity	Timeframe	Where Accomplished	Chairperson Requirement	Committee Members	Description
Publishing Center (Membership)	School year	School Office	1 Chair Fulfills PSSC requirement	3-4 members 3 PSSC hour commitment / week	Volunteers assist with weekly laminating projects and book binding for the teachers and the School. Instruction will be provided as to how to operate the laminating machine.
Recess Duty Coordinator (Membership)	School year	Home/ Other - Online *computer and internet required	1 Chair Fulfills PSSC requirement	n/a	Chairperson is responsible for updating the Recess Duty Policy document, facilitating parent sign-up for daily coverage of recess, maintains a "Paid Recess Duty Substitute" list for backup coverage, ensures the School staff have up-to-date recess volunteer schedule and paid substitute lists, and assists volunteers with questions regarding policy and/or duties.
Reward Programs (Box Tops, Giant, etc.) (Development)	School year	Home/ School/ Other	1 Chair Fulfills PSSC requirement	3-5 members 4-6 PSSC hour commitment	Chairperson responsible for planning BoxTop collection drives throughout the school year, organizing volunteers to help count and package Box Tops and submitting by the November and March deadlines. The Chairperson facilitates registering families' grocery store reward cards and AmazonSmile to allow the School to receive cash rewards.
Science Fair (Membership)	Spring	School	1 Chair Fulfills PSSC requirement	3-4 members for general assistance 10-15 members for judging 2-3 PSSC hour commitment	Chairperson is responsible for working with the Middle School Science Teacher to coordinate this event, recruiting volunteers for set-up/break-down, and volunteer judges.
Scouting Groups Sponsored/Hosted by Holy Spirit Parish	School year	Home/ School/ Other	Leaders for Pack/Den/Troop	Varies	Volunteers coordinate the respective Scout meetings and events throughout the year. They would arrange for registration, meeting locations, agendas, and coordinate activities associated with the Scouting programs at Holy Spirit.
SONshine (Membership/Principle)	School year, as needed	Home/ School/ Other	1 Chair Fulfills PSSC requirement	Varies based on needs	This committee is an "on call" committee that helps provide assistance to school families that are "in need" due to a family circumstance: new baby, illness, death, etc. This includes but is not limited to: providing meals, cleaning services, or babysitting as needed. Chairperson will organize and assign volunteers for each event.
Spring Talent Show (Membership)	Spring	Home/ School/ Other	2 Co-Chairs Fulfills PSSC requirement	15-20 members 3-4 PSSC hour commitment	Chairperson organizes the date, time, auditions, activities, food, etc. for a Family Talent Show to be held at the school. A Basket Raffle may also occur during this event. Chairperson must organize volunteers to help before and during the event as needed with serving, raffle sales, set up/breakdown, etc.
Spirit Gear (Development)	School year	Home/ School/ Other	1 Chair Fulfills PSSC requirement	2-3 members 4-5 PSSC hour commitment / event	Chairperson is responsible for managing the school's online store with vendor. Chairperson also advertises available products through events, via handouts, PTO e-newsletter, or school website. Volunteers will assist with set up/ breakdown and sales at various school events throughout the year.
Teacher Appreciation (Membership)	Spring	Home/ School/ Other	2 Chair Fulfills PSSC requirement	Varies based on needs	Chairpersons will work closely with the School, Hospitality, and Homeroom Parents to organize volunteers, provide breakfasts, lunches, and gifts for Teacher Appreciation week.
Treasurer assistance (Treasurer)	School year	School	PTO Treasurer	3-4 members PSSC hour commitment varies	Members will work closely with the treasurer and assist with money counting verification process at Holy Spirit for school events.

Committee/ Opportunity	Timeframe	Where Accomplished	Chairperson Requirement	Committee Members	Description
Trunk or Treat (Membership)	October, prior to Halloween	Home/School/Other	VP for Membership	15-20 members 4-5 PSSC hour commitment day of event Varies PSSC hour commitment prior to event	Volunteers will work with the VP for Development to plan and execute this social event. Responsibilities include: meeting with Pastor and Principal for approval and timing, arranging food trucks, organizing cars into parking places, using Sign-Up Genius to secure volunteers and participants, work with Student Council to plan games, soliciting prizes from local vendors, set-up/break-down on day of event, and judging contests.
Used Uniforms (Development)	School year	Home/ School	1 Chair Fulfills PSSC requirement	2-3 members 4-6 PSSC hour commitment / event	Chairpersons sorts used uniforms by style/ size and offers them for sale at various times throughout the school year. Typically, these sales occur at the beginning and end of the school year. Chairpersons are responsible for coordinating with the school for the sale dates and times, keeping a log of items on hand for sale, and distribution of the items available via handout or the website. Volunteers also make sure uniforms are clean and without tears, stains, etc., and assist during the sale.