



St. Thomas More Collegiate

LEARN. LEAD. SERVE.

This volunteer handbook provides a comprehensive guide for families at **St. Thomas More Collegiate (STMC)**, drawing on established policies, the **Parent Participation Program (PPP)**, and the school's core mission and values.

STMC Volunteer Handbook: A Guide for Families

1. Introduction to St. Thomas More Collegiate

St. Thomas More Collegiate is a Catholic co-educational independent secondary school established in 1960 by the Christian Brothers. We are a faith and learning community called to **Learn, Lead, and Serve**. Our vision is for every “Knight” to optimize their potential, serve others, and help create a just and caring world.

Our Core Values

- **Faith:** Expressed through Catholic traditions and moral teachings.
- **Community:** Built on trust, inclusivity, respect, and collaboration.
- **Excellence:** A drive for continual improvement and innovation.
- **Justice:** Advocacy for social, economic, and environmental equity.

As an Edmund Rice Christian Brothers school, we are guided by the **Essential Elements**, which call us to evangelize youth, stand in solidarity with the marginalized, and celebrate the dignity of each person.

2. The Concept of Service

Service is central to STMC's mission. Through volunteering, parents and guardians provide students with authentic, real-life models of service rooted in the Catholic Christian tradition.

A **volunteer** is defined as any individual who, without compensation, assists in the school or during a school-related activity under the authority of the school administration.

All volunteer service takes place at the discretion of the school. The **Principal, or their designate, retains final authority**, in consultation with staff, parents, and the community, to determine:

- Who may volunteer at the school, and
- The nature, scope, and form of each volunteer program.

Alumni and other members of the STMC community may be invited to volunteer **only with the express permission of the Principal or their designate**.

3. Parent Participation Program (PPP) Requirements

The Parent Participation Program (PPP) exists to support the STMC community through meaningful family engagement.

All parents/guardians of students currently attending STMC are expected to fulfill **one of the following annually**:

- **Complete 20 volunteer hours**, or
- **Pay a \$1,000 opt-out fee** in lieu of service

Important Notes

- The opt-out fee is **not tax-receiptable**.
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Program Details

- **Program Year:** July 1 to June 30 annually
- **Major Event Requirement:**
A minimum of **4 hours** must be completed at one or more *Major PPP Events*, which include:
 - Knights Christmas Market

- A Knight to Remember Gala
- Homecoming
- WalkATHon

Exemptions

- STMC employees with a child attending STMC
- Employees of other CISVA schools with a child attending STMC

No Carryover

Volunteer hours do **not** carry over year-to-year. Excess hours are not banked.

4. Registration and Tracking

STMC uses **OnVolunteer.com** as the official platform for:

- Viewing volunteer opportunities
- Signing up for shifts
- Tracking completed hours

Hour Verification

- All hours must be logged in OnVolunteer.com
- Hours are subject to approval by the assigned coordinator or staff member

Manual Submissions

- If a volunteer opportunity is not listed, it must be submitted manually
 - Manual submissions require **committee lead sign-off**
 - All hours must be submitted by **May 15 of the current school year.**
 - Hours submitted after this date **may not be accepted**
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5. Volunteer Guidelines and Ethical Expectations

At STMC, our volunteers are ambassadors for our community. Before, during, and after their shifts, volunteers represent our Knights and the mission of our school. The expectations that come with being an ambassador are essential to maintaining the integrity, safety, and values of St. Thomas More Collegiate. Volunteers are expected to conduct themselves in a respectful, professional, and faith-filled manner at all times, ensuring their actions reflect the Catholic identity

of the school and contribute positively to the well-being of students, staff, families, and the broader STMC community.

Volunteers are expected to:

- Respect the Catholicity embedded in the school environment
- Support the moral teachings of the Catholic Church
- Act justly and considerately toward all students

Boundaries and Conduct

- Volunteers working with students must **not take advantage of their access** to discuss religious, moral, or personal questions. These matters are the responsibility of school staff.
- Volunteers should **redirect sensitive or complex issues** that arise during conversations with students, parents, or staff to an STMC teacher or administrator.

Professionalism

- Volunteers should not discuss their own child's academic progress while volunteering. Please arrange separate meetings with teachers.

Confidentiality

- Volunteers must maintain the **strictest confidentiality** regarding students, staff, parents, and school matters.
- This obligation reflects ethical practice and complies with the **STMC Protection of Privacy Policy for Parents & Students**.

Harassment and Bullying

- STMC has **zero tolerance** for sexual, physical, or psychological harassment or abuse.
- Bullying, verbal aggression, insults, intimidation, or spreading malicious rumours will not be tolerated.
- All applicable STMC school policies must be observed at all times.

6. Safety and Supervision

Student safety is the highest priority.

Criminal Record Check (CRC)

- A valid CRC is required for any volunteer role involving student supervision.

Supervision Limits

- Volunteers may **not** work in an unsupervised or unmonitored one-on-one capacity with students.
- Volunteers typically work alongside staff, other volunteers, and/or students.

Training and Orientation

- Volunteers must have competency in their assigned role.
 - Training may be informal or formal and may take place in person or online.
 - Volunteers may be required to attend an orientation session prior to service.
 - Training requests should be directed to the volunteer coordinator.
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7. Emergency Procedures

Volunteers must follow all school emergency protocols.

First Aid

- Do not move an injured person.
- Contact the front office, supervising volunteer or staff immediately. Note: All staff are trained in first aid procedures
- In life-threatening situations, call **911 first**, then notify the office.

On-Site Emergencies

- **Fire Drills:** Maintain silence. Follow staff instructions. Move to the designated marshalling area.
- **Earthquakes:** Duck, Cover, and Hold for 60 seconds. Stay away from windows.
- **Lockdown:**
 - Announcement: *"Intruder Detected"*
 - Move students to the nearest room
 - Lock doors, close blinds, turn off lights
 - Remain silent until *"Code Green"* is announced

8. General Information

Illness

- Volunteers who are ill must stay home and notify their coordinator.
- Missed shifts due to illness may result in hours not being credited.

Parking

- Be respectful of neighbours. Do not block driveways. Observe all posted signage
- During major events, expect to park further away or in designated areas

Dispute Resolution

- Concerns should first be addressed respectfully with the activity coordinator.
- If unresolved, concerns may be submitted **in writing** to a school administrator.
- **School Administration holds final authority** in all matters related to volunteer participation.

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