

# ***ST. MARY SCHOOL VOLUNTEER HANDBOOK***



**August, 2014**

# **ST. MARY SCHOOL** **VOLUNTEER HANDBOOK**

As the primary educator of your child, it is important that you are involved in your child's school. There are many ways that parents can contribute their time and talents. It is greatly appreciated by the faculty and staff that you are willing to volunteer. This Handbook is meant as a guide to make you comfortable in your position and hopefully to answer questions you may have about the task you have undertaken. St. Mary School (SMS) thanks you for sharing your gifts and time with our students.

## **SCHOOL PHILOSOPHY**

(As written in the School Handbook, page 8)

### ***PHILOSOPHY AND BELIEFS STATEMENT***

We, the faculty and parents of St. Mary of the Assumption School, work collaboratively to educate

***\*Faith Filled Disciples of Christ Who Are:***

Called by Baptism and nourished by the Eucharist;  
Active in the sacramental life of the Church through  
weekly participation in the Eucharist  
Centered in Gospel values; Prayerful

***\*As we describe the faith commitment, we understand  
that students of other faiths express these values  
in alternate faith commitments.***

***\*Christian Leaders Who Are:***

Decision makers whose consciences are formed  
by the teachings of the Catholic Church;  
Witnesses to the FAITH;  
Persons of integrity; Respectful;  
Committed to justice;  
Collaborative;  
Community builders;  
Stewards of the environment;  
Active in parish life

***\*Centered Well-Rounded Persons Who Are:***

Self-confident; Self-disciplined;  
Open to growth; Responsible;  
Active and productive citizens  
practicing good sportsmanship

***\*Loving Persons Who Are:***

Compassionate; Kind;  
Forgiving; Appreciative of diversity;  
Welcoming; Peaceful Mediators;  
Respectful of the talents and abilities of others

***\*Life-Long Learners Who Are:***

Articulate; Creative; Technologically literate;  
Continually growing academically and spiritually;  
Critical thinkers; Problem solvers

***\*Healthy Persons Who Are:***

Respectful of life; Leading physically, mentally,  
and spiritually healthy lifestyles;  
Committed to reaching their full potential

# **PART ONE:**

# **GENERAL**

# **INFORMATION**

## **VOLUNTEER DUTIES**

In order to volunteer or work with children at SMS in any capacity, you **MUST** be Virtus certified which also includes being fingerprinted. All completed certificates must be on file in the school office. A volunteer is expected to be of good moral character, have a sense of responsibility and respect children, along with having respect for confidentiality. A parent volunteer must arrive on time for an activity and notify the school if unable to be present. All volunteers must check in at the school office before reporting into the classroom.

The teachers and staff will make every effort necessary to prepare the volunteer to perform the tasks asked of them. The description of the job activity should be fully understood by the volunteer before the activity is undertaken. If instruction or assistance is needed, the volunteer shall ask the teacher, staff member, or administration for clarification.

Volunteers shall treat all students as Jesus did. Any and all problems encountered between a volunteer and a student must be reported to the teaching staff or administration immediately. Disciplinary action may only be taken by faculty and administration only.

## **DISCIPLINE CODE**

*Discipline policies for each classroom are posted in the classrooms. If a discipline problem arises in the classroom when a volunteer is in charge, please refer the problem to the classroom teacher or administration. If there is ever a serious violation, please send a messenger to the office to notify the Principal or Asst. Principal or ask another teacher for assistance. Please do not discuss students or situations with other students, parents, or un-involved teachers.*

## **HEALTH AND SAFETY**

In the event of an emergency, accident, or injury, the student should be taken to the clinic or the school nurse should be notified. A volunteer should stay with the student until appropriate help arrives. Never leave the classroom/playground when you are in charge but send a student to the clinic or to a nearby classroom teacher for assistance.

## **EMERGENCY PROCEDURES**

**FIRE DRILL:** Volunteers are required to follow all fire drill procedures. Emergency exit procedures in case of a fire are posted in the individual classrooms. Volunteers shall assist the teacher in evacuating the children during the fire drill or fire emergency.

**TORNADO:** In the event of a tornado, SMS requires all students and personnel to seek shelter in the closest bathroom (no windows or glass.) These areas are posted in each classroom on tornado signs and school maps.

## **FIELD TRIPS**

The volunteer will assist the teacher in supervision of the students during field trips. Please assist the students in presenting a positive image of SMS. Any volunteer assisting with a field trip will be responsible for any fee that the trip may cost to attend. SMS is not responsible to cover any costs of the trip.

## **LOYALTY TO THE CHURCH AND SCHOOL**

The parent volunteer is a representative of the church and the school community. Volunteers should speak of the school in positive terms. When there is a problem, it should be referred to the teacher or the principal in order to be resolved. Volunteer input is important to build a strong community. A volunteer shall be a model to the students in one's respect of all the school rules.

## **CONFIDENTIALITY**

The volunteer will respect the privacy of the students, faculty, staff, and clergy. What happens in school or on school property stays at the school! School business is not to be discussed outside the school or with other volunteers. A volunteer shall not discuss a child's progress with anyone or inquire into family backgrounds. Volunteers shall demonstrate a friendly, tactful, helpful and fair attitude to all students.

## **SUPERVISION OF VOLUNTEERS**

The Principal is the primary supervisor of the volunteers and has the final decision on all matters. The teacher is the supervisor of an activity and of the classroom. All learning experiences of the children must be under the direction of the Principal and/or teacher. The relationship between a teacher and a volunteer is a professional one of mutual respect and confidence.

## **GENERAL GUIDELINES**

1. Please dress appropriately as models for the students.
2. Be positive when dealing with all students. Keep your sense of humor. Students respond to you, when you smile.
3. Notify teachers, Asst. Principal, or Principal of any problems. *If you suspect or see any bullying type behavior, please report it to the Principal or Asst. Principal.* Students have been instructed to report bullying to adults.

4. Please do not spend extra time, during, or after your duty visiting your own children or their classrooms.
5. Do not bring fast food to school for your child's lunch.
6. Finally, *please remember that all matters that occur in school are CONFIDENTIAL.*
7. Some behaviors may be cause for legal action:
  - a. Inappropriate physical contact
  - b. Cell Phone Usage – DO NOT have cell phones out for any reason when students are present. If you need to take a call, please do so in the workroom.
  - c. Direct or indirect humiliating comments to or about a child, to other children, other parents, or other teachers.
  - d. Detaining a child later than the assigned time.
  - e. Failure to respond to a reasonable request.
  - f. Inflexibility or insensitivity toward a child at times and circumstances beyond the child's control.
  - g. Using inappropriate language to or in the presence of a child.
  - h. Breaching confidentiality. This includes behavioral evaluations, subjective evaluations, abilities, home situation, and/or disciplinary history.

## **HEALTH AND SAFETY**

1. Be aware of fire exits and emergency procedures (fire, tornado, lockdown, rapid dismissal).
2. Be aware of guidelines concerning biofluids. Be sure to wear rubber gloves if blood or bodily fluids are involved.
3. Assess any student injury. Send students to clinic when necessary. At times you may need to escort a student yourself. In case of serious injury have another guard contact the nurse and come to the cafeteria.

## **SCHOOL'S RIGHT TO AMEND**

SMS reserves the right to revise and amend all policies pertaining to volunteer activities.

# **PART TWO:**

# **PLAYGROUND**

## **PLAYGROUND GUARD GUIDELINES**

Thank you so much for your dedicated efforts to help make our school day run smoothly! The following information describes your responsibilities and other tips that will help make your job easier and more effective! At all times, if anything needs to be discussed, please feel free to contact the Assistant Principal or the Principal.

## **GUARD DUTIES AND PROCEDURES:**

1. Arrive for duty 10 minutes early.
2. Pick up the playground walkie-talkie and the playground first aid kit in the office.
3. Separate and circulate on the playground constantly observing activity. **PLEASE DO NOT CONGREGATE AND ENGAGE IN CONVERSATIONS WITH EACH OTHER OR ON YOUR CELL PHONE WHILE SUPERVISING THE PLAYGROUND. THIS IS EXTREMELY IMPORTANT.** This could be problematic if a student is injured and can demonstrate that the supervising guards' attention was not on the students.
4. Support play and students with positive comments when possible.
5. Handle any minor behavior problems fairly, firmly, and in a friendly manner. More disruptive or serious behavior must be dealt with by the teacher, Asst. Principal, or Principal.

**6. Possible consequences for misbehavior:**

- a. Give verbal reprimand/warning
- b. Give redirection
- c. Give time-out
- d. Have student stay with you
- e. Speak to the teacher
- f. Use walkie-talkie to page the office to send out Teacher, Asst. Principal, or Principal.

**When giving Consequences:**

- a. Implement calmly
- b. Keep it short
- c. Use as mild a consequence as possible. For serious behavior notify teacher, Asst. Principal, or Principal.

**7. If the field is dry enough, it may be used by grades one through eight only. A guard must supervise the students on the field.**

**8. No rough or physical play is permitted (tackling, shoving, pushing, kicking, tripping, intentionally throwing or kicking a ball or any object at someone, etc.)**

**9. Playground equipment is kept in the large wheeled cart.**

**10. Lavatory breaks may be permitted in an emergency situation only. Use bathrooms by Door E/Nurse's Office. Most classes use the lavatory immediately after recess. Ask students if it is an emergency. They will usually give you an honest answer.**

**11. If a parent or stranger comes on to the playground, ask them if you can help them and politely direct them to leave or go to the office. If they resist leaving or seem hostile, page the office.**

**12. Make sure all building doors are closed and locked when you leave the playground.**

**13. INDOOR RECESS:**

**a. DISMISSAL FROM WEAVER CENTER – One guard stands in the hallway by Room 19, one guard stands by the mosaic of Mary, and one guard stands by the Primary cross-over. The teacher on lunch duty will dismiss the students from the Weaver Center.**

- a. Students in primary and intermediate grades must be seated in chairs or on the floor.
- b. Students in junior high must be seated in chairs.

- c. Junior high students sit in groups of 3 or 4 as the desk arrangements allow.
- d. No loud yelling, screaming, etc.
- e. No throwing, tossing, rolling, sliding, etc. of any objects allowed.
- f. Primary & Intermediate teachers will post what the students may do during recess, i.e.
  - Students may work on \_\_\_\_\_
  - Students may play with \_\_\_\_\_
  - Students may watch TV.
- g. Students may NOT be on the computers.
- h. Any students who needs to leave the room for whatever reason needs permission from the monitor.
- i. Please stay in the area until the bell rings (even if some teachers are returning).
- j. Please limit the length of any cell calls.

#### **14. OUTDOOR RECESS**

- A. "Write ups" (follow our No Bullying Policy)
  - Report ALL incidents on recess report.
  - Give ALL reports to Mrs. Bassett.
  - A master of occurrences will be kept on file. When necessary, notes will be sent home, phone calls, loss of privileges, etc. will be given.
- b. "Set Up"
  - Kindergarten "square" is set up with four cones.
  - White plastic chain is set across from building corner to the fence to keep cars out.
- c. "Equipment"
  - Kindergarten has its own basket of toys (labeled). NO JUMP ROPES.
  - Grades 1 & 2 can use 4-square, footballs, jump ropes.
  - Grades 3-8 can use 4-square, footballs, basketballs, jump ropes.
- d. Playground – ONLY used when DRY and ONLY at lunch recess
  - NOT to be used for morning recess.
  - Daily rotation for playground privileges (calendar schedule given monthly)
  - Junior High students MAY NOT use playground at any time.
- e. Pavilion ONLY at lunch recess
  - Primary is NOT permitted to use the pavilion
  - Grades 3-8 can SIT at tables but NOT ON tables
  - No school work is to be taken outside.

# **PART THREE:**

## **CAFETERIA**

### **LUNCH AIDE DUTIES AND PROCEDURES**

1. Arrive For duty fifteen minutes before kindergarten lunch.
2. Set up milk.
3. Get hot soap and water bucket and towels for washing the tables from the kitchen.
4. Replenish items on the condiment table if necessary.
5. One person remains at the milk table and others monitor student tables.
6. Aides should position themselves between the tables (in the aisle) and not cluster in one group.
7. Assist children with opening up lunch items or wiping up spills.
8. After Jr. High lunch sessions, wash all tables.
9. Put away milk, condiments, etc., and clean tables.

### **BASIC CAFETERIA RULES**

1. All students will use good manners at all times.
  - Wait their turn
  - Keep food at their own place at the table
  - Do not throw or toss food across table, etc.
2. No running, loud talking, screaming/yelling, whistling, etc.
3. All Lunch Shifts - Students will have assigned seats in the cafeteria by homeroom. Third Lunch Shift – Assigned seats per homeroom not necessary, but there should be a girls table and a boys table – NO MIXING! [Exception: Grade 8 may mix homerooms but will still be separated girls at one set of tables and boys at the other.]

4. **Students are to get QUIET as soon as the whistle is blown by the Supervising Teacher and LISTEN for instructions.**
5. **All students will raise their hands and are expected to receive permission of the cafeteria supervisors before they leave their seats for any reason.**
6. **First and Second Lunch Shifts – raise hands and ask for spoons, napkins, etc. Cafeteria moms will bring items to them.**
7. **First and Second Lunch Shifts – stay in their seats and the cafeteria moms will bring the garbage cans to them. No one should be out of their seat to throw away garbage.**
8. **Third Lunch Shift – raise hand and ask for permission to get out of seat and get spoons, napkins, etc. These students may get out seat and throw their garbage away. Garbage cans will NOT be passed around.**
9. **Students are responsible for cleaning their area (including picking up paper from the floor) after they finish eating.**
10. **Students will pray before being dismissed.**
11. **Students must wait to be dismissed by the cafeteria supervisor or teacher.**
12. **Students will walk from the cafeteria to the playground area or back to classrooms.**
13. **All Lunch Bins will be kept in Weaver Lobby by the ramp until the students come in from recess. Students who retrieve the bins should be monitored by a teacher.**  
**WE NEED TO KEEP HALLWAYS QUIET WHILE OTHER LEVELS ARE IN SESSION!**