

ST. MARY SCHOOL VOLUNTEER HANDBOOK

At St. Mary School we prepare each child spiritually, scholastically and socially to excel at the next level. The students in all grades interact in a nurturing, learning environment. We achieve this through a high level of parent, teachers and parish community involvement.

Research has demonstrated that parent/ community involvement in the educational process impacts positively on the attitude and conduct of children in school. Many parents report additional benefits to their children and themselves as a direct result of their involvement. These include enhanced student self- esteem, increased motivation to learn, and a more positive outlook towards learning by the student.

St. Mary School staff members see parent/ community involvement through volunteering as a positive endeavor. Parent/ community involvement allows staff to draw upon supplemental and often unique adult resources and expertise.

Volunteer Positions

- Classroom parents
- Field Trip chaperone
- Fundraising
- Drivers for school trips
- Reading programs
- Playground supervision
- Assisting teachers with teaching materials
- Coaching
- Advisory committees
- School beautification
- Tutoring
- Variety Show
- Art Show
- Christmas program
- Spring Musical program
- Mardi Gras
- Christmas float
- Collect Campbell soup labels
- Collect boxtops for education
- Collect milk caps
- Collect Toner Cartridges
- Book orders
- Teach a mini-course
- Assisting at athletic events
- Bake sales
- Bulletin Boards
- Helping with Market Day
- Spanish Club
- Assisting in the Learning Center
- Painting
- Morning Exercise Program
- Yearbook
- Book Fair
- Knitting Club
- Golf Outing
- Magazine Sale

BACKGROUND CHECK POLICY

In an effort to create a safe environment for our children, the Diocese of Madison has developed a new policy for employees and volunteers in regard to background checks and the Protecting God's Children program.

There are three parts of the program that apply to volunteers at our school: the safe environments policy, background checks, and the Protecting God's Children program.

1. Everyone who works in or volunteers in our school or parish must read, agree to, and sign a statement of receipt and agreement with the Safe Environment policy of the Diocese of Madison. (Anyone can be a witness to your signature on the statement of receipt and agreement.) (Salmon color sheet inside the booklet.)
2. Everyone who regularly works with children, drives for the parish, or works with parish money, must submit, to the diocese, an authorization form for background checks. The diocese will decide when and how often they will conduct the background checks. This includes field trip drivers. (White sheet)
3. People who regularly work with children must attend a Protecting God's Children workshop. Get more information about these sessions from the principal.

The background checks will include a criminal check, a credit check to verify addresses only, and a driving record check. No specific details will be reported back to the parish. If a background check uncovers a situation in which someone should not be working with children, the parish pastor will be notified.

WHAT A VOLUNTEER SHOULD EXPECT FROM ST. MARY SCHOOL

- Be made to feel that the assistance given is worthwhile and contributes to the overall value of the program in which they are participating.
- Be treated with respect and consideration by all students and staff.
- Be given a suitable assignment in line with their areas of interest and skills
- Be given clear instructions and any training necessary for particular volunteer assignments.

GUIDELINES FOR VOLUNTEERS

- Be reliable-accepting a school volunteer assignment means a regular commitment to be there promptly and on schedule. Also, notify the school in advance if you do have to be absent.
- Respect the rules of the school.
- Respect the confidentiality of the teacher and the students, and refrain from discussing them outside the school situation.
- Perform your assigned tasks to the best of your ability.
- Work cooperatively with all staff members and seek clarification whenever necessary.
- Present a positive role model by adhering to student dress codes as indicated in the student handbook.
- Ask questions freely about programs, policies and equipment at a time appropriate for both the staff member and for yourself. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
- Share your experiences and talents. Let the teacher know what you excel in (telling stories, singing, playing instruments, crafts, computer use, photography, etc.)
- Remind students of appropriate behavior if they are disruptive or break the rules. Show by example a calm, responsible attitude for dealing with problems. Remember though that corrective discipline is the responsibility of the principal or teaching staff.

DRESS CODE

Students should dress appropriately for class. Attire should be neat, clean, in good condition, comfortable, and in keeping with a learning environment. The Education Commission has developed a policy that is more flexible in choosing your child's school attire. The following attire is appropriate:

- Blouses/Shirts/Sweaters - appropriate waist and sleeve length. (must be able to be tucked in)
- T-Shirts and Jerseys – sleeved appropriate lettering and designs
Athletic apparel and T-shirts with writing may not be worn to Masses held on school days.
- Skirts - appropriate length must be midway to the knee. Split skirts. Skorts, same length as skirts
- Dress Slacks - in good condition. Clean, well fitting, properly hemmed.
- Fleece or Polyester Sweat Suits - acceptable if matching set.
- Jeans – clean, well fitting...properly hemmed, in good condition. Jeans may not be worn to Masses held on school days.
- Shorts - May be worn at parents' discretion until October 15 and after May 1. Shorts may not be worn to Masses held on school days.
- Shorts must be a minimum of 5 inches on the inseam (Grades 5-8).
- Shoes - must be laced for safety...dress shoes...sandals.

The following will be deemed inappropriate for school; including physical education:

- Tank tops...muscle shirts...crop tops.
- See through shirts.
- Spandex, Lycra or any clothing that is too tight.
- Suggestive logos or art work on shirts – including advertising for beer, tobacco, wine, drugs, rock groups, or depicting violence.
- Footwear without backs are not acceptable footwear for students in Grades K-8 while they are in Phy. Ed. or on the playground. Because many of today's fashions do not have backs please have your child bring appropriate athletic shoes to be worn on the playground and during Phy. Ed. if they choose to wear shoes without backs.
- Chains are not acceptable, e.g. biker or choke chains for dogs.

Playground Rules

Morning Supervision: 7:50 – 8:05

Lunch Supervision: 11:45 – 12:30

Students in violation of the following rules should be referred to the principal or teacher on duty.

1. All students should be respectful of each other.
2. Students are asked **not** to bring balls and toys from home.
3. Only one student on the slide and the air glide at a time.
4. Only 4 students at a time may be on the yellow spinner.
5. Students should take turns on all equipment.
6. Students are not allowed to play on the steps
7. No climbing the rock wall.
8. No throwing rocks/pebbles/stones.
9. No throwing snowballs.
- 10.No sliding on ice.
- 11.No climbing on the snow pile.

Some infractions warranting demerits may be:

- Disrespecting a staff member (Staff includes pastor, principal, teachers, office personnel, playground supervisors, cooks, and custodian(s).)
- Misconduct or creating a disturbance
- Bullying of another student
- Use of improper language
- Misuse of school property
- Failure to comply with lunchroom procedures and rules
- Misbehavior on the playground
- Other inappropriate behavior or conduct unbecoming of a Christian student.

Rules for the use of the Gym

1. Please do not allow wet/snowy shoes and boots on the gym floor.
2. Dispose of candy wrappers/bottles in the proper receptacles.
3. Please do not allow children to:
 - Play on the stage
 - Play on the bleachers
 - Play on the portable backboards and poles
 - Climb or swing on the rope.
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When leaving:

4. Leave the floor in clean condition. Please sweep if sand or salt are tracked in.
5. Make sure all outside doors are closed and locked.
6. Check to see that lights are off in the locker rooms and toilets are flushed.
7. Turn off all lights in the gym area.

FIELD TRIP CHAPERONES

- Chaperones are directly responsible to the staff member in charge of the activity. Chaperones will assume **only** those responsibilities as designated by the staff member in charge.
- All chaperones must have read and agreed to the safe environment policy for the Diocese of Madison which includes permission for the diocese to conduct a background check.
- Chaperones who drive must provide current proof of insurance at the minimal liability level of \$100,000 / \$300,000.
- Respect and follow the rules of the school.
- Chaperones will ride to and from the area of destination with the students in the same means of transportation as the students, unless otherwise authorized by the staff member in charge or the principal.
- Respect the confidentiality of the teacher and the students, and refrain from discussing them outside the school situation.
- Work cooperatively with all staff members and seek clarification whenever necessary.
- Present a positive role model by adhering to student dress codes as indicated in the student handbook.
- Abstain from the use or possession of alcohol, controlled substances and tobacco during the time they are responsible for the supervision of students.
- Abstain from any games or activities that involve the exchange of money or other items of value during the time they are responsible for the supervision of students.
- Ask questions freely about programs, policies and equipment at a time appropriate for both the staff member and for yourself. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
- Share your experiences and talents.
- Remind students of appropriate behavior if they are disruptive or break the rules. Show by example a calm, responsible attitude for dealing with problems. Remember though that corrective discipline is the responsibility of the staff member.

HARRASSMENT

Harassment/Bullying is defined as any words, gestures, and actions which tend to annoy, alarm, and abuse (verbally) another person. This can include insults, taunts, or challenges in a manner likely to promote a disorderly response, repeated communications anonymously or at inconvenient times, offensive language, and offensive touching.

Harassment/Bullying occurs when one person makes repeated verbal or physical contacts with another person who does not want these contacts. Harassment/Bullying can be overt or subtle. By ignoring or excluding an individual from participating in some group activity, the harasser/bully demonstrates his or her force or power.

Harassment/Bullying is defined by the feelings of the listening/receiving person. If a person feels harassed they can choose one of three options.

1. The receiver should respectfully confront the sender to:
 - a. Provide notice to the sender on how you're feeling.
 - b. Find out the intent of the sender.
 - c. Work out conflict and try to reach an agreement.
2. Receiver contact playground supervisor or other teacher/staff member:
 - a. Staff member talks with the sender and hears their version of the incident.
 - b. Staff, with receiver and sender, attempts to mediate and work out conflict.
3. Receiver contacts the principal:
 - a. Administrator contacts the sender.
 - b. Administrator, with receiver and sender, attempts to mediate and to work out the conflict.

If the above options do not successfully end the harassment/bullying, discipline will be administered with the discretion of the principal according to the school discipline policy.

KITCHEN CLEAN UP PROCEDURE

Please stop in before using the kitchen for an orientation. Please leave the names and phone numbers of those in charge of set up and clean up so we know how to contact you if necessary.

1. Wipe off all counters that are used.
2. Rinse out all sinks that are used.
3. Sweep floors, if needed.
4. Wipe spills or mop floors with bleach water, if needed.
5. Put all utensils and dishes back in their original place.
6. Dump coffee grounds in the trash, not in the sinks.
7. Empty trashcans and place the bags in the dumpster behind the church.
8. See that no equipment is removed from the facilities.
9. Take our towels and dishcloths home to wash and return them promptly.
10. The keys are to be returned to the parish Center the following workday.

TIME SCHEDULE

- 8:05 A.M. - First Bell. Students may not be in the building before the bell rings. Students should not arrive before 7:50 A.M.
- 11:45 - 12:25 LUNCH
- 12:05 Bell for P.M. kindergarten (first semester only)
- 12:25 First bell for afternoon session (Grades 1-8)
- 3:05 P. M. DISMISSAL

VOLUNTEERS DO MAKE A DIFFERENCE!

Volunteer participation will be an opportunity for you to share with others in the enrichment of education for our students. You will discover the rewards of helping students achieve their personal best and at the same time gain useful experience yourself. We hope as well that the experience of volunteering in our school will offer you a greater awareness of the variety of challenges and opportunities confronting our education system.