



**ST. JOSEPH SCHOOL**  
Issaquah/ Snoqualmie  
Volunteer Handbook 2009/10

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***Prayer***

*Dear Lord,*

*Just as Christ said: "Let the little children come unto me."*

*So too may we follow in His footsteps to honor and serve the learners in our care.*

*We thank you for the blessing of volunteers whose time, energy,  
and talents enrich our school and support our educational efforts.*

*We ask for Your wisdom as we work with the learners of our school.*

*Help us understand their needs, share their challenges, and celebrate their progress.*

*Guide our steps in this act of service as we strive to follow in the path of*

*Christ as teachers, working with the learners,  
who are made in your image.*

*Grant us wisdom and patience when they are needed.*

*Help us see how best to support, without restricting.*

*Bless our efforts with success.*

*Amen*

## **WELCOME TO OUR VOLUNTEERS**

The staff and students of St. Joseph School welcome active and visible parent involvement in the life of the school. Voluntarism enriches the learning environment of our children and the lives of those donating their time.

We look forward to your continued interest, support and involvement in our school community. Enjoy your time with us and do not hesitate to share your insights, question and concerns. We rely on your feedback for the continued improvement of our volunteer program.

## **SCHOOL MISSION STATEMENT**

*St. Joseph School inspires spiritual growth and learning about God, oneself, and others within a caring Catholic faith community. In partnership with parents, we provide a dynamic academic experience that empowers students to recognize and use their God given gifts.*

## **PHILOSOPHY / GOALS**

Research indicates that parent voluntarism in schools enhances student self-esteem, increases academic achievement and cognitive development, and improves student behavior and attendance.

Teachers come to see parents as valued partners in extending and enriching the educational program. In addition, parents come to know they make a difference through contributions of time and talent. Parent/adult involvement allows staff to draw upon supplemental and often unique adult resources and expertise.

**The volunteer program serves as an outlet to utilize skills and develop more positive attitudes about one self and as a resource to acquire new knowledge about the educational process, child development, and the Archdiocesan learning organization.**

## **RESPONSIBILITIES**

**Administration** is committed to:

- Facilitating
- Monitoring
- Evaluating
- Providing continuity for the success of the volunteer program

**Staff** are committed to:

- Welcoming volunteers
- Informing them about their tasks
- Providing materials
- Encouraging their initiatives and celebrating their efforts

**Volunteers** are committed to:

- Respecting school rules and procedures
- Performing assigned tasks to the best of their ability
- Working cooperatively with all staff and seeking clarification when necessary

## **VOLUNTEER ACTIVITIES / PROGRAMS**

**The following are areas for volunteer opportunities**

- **Classroom help**
  - Tutoring
  - Reviewing work with students
  - Supporting art projects
  - Teaching an area of skill (art, music, speech, etc.)
  - Computer lab support
  - Filing and paper work
  - Decorating bulletin boards
  - Write and/or type dictated stories
  - Read stories
  - Assist with a cooking or other hobby experience
  - Work with a group
  - Help a group move from one place to another
  - Play and/or teach games in classroom and play yard
  - Monitor students working on assignments
  - Assist class in library
  - Other .....
- **Supervision (recess or lunch times)**
  - Assist at dismissal, with crossing guard
  - Supervise lunch room
  - Accompany group on field trips
- **Working in Volunteer Room**
  - Clerical Tasks
    - Type as needed
    - File materials
    - Put names of children on lists, materials, notes
    - Copy materials

- Work on projects left for parents or take home  
[If projects are taken home have volunteers sign out, so teachers know where the projects are.]
  - teaching aides such as games and flashcards,
  - prepare materials such as cutting paper with the paper cutter,
  - maintain art supplies by washing paint brushes,
  - correct papers,
  - trim laminated papers
- **General School Opportunities**
  - Work Parties
  - Maintenance Support
- **Parish Opportunities**
  - Faith Formation
  - CYO
  - Outreach
  - Parish Maintenance Support

## **Field Trips**

- All field trips must have the enrichment of the curriculum as their core purpose and must be carefully planned as an extension of the classroom experience.
- Children not enrolled in the school should not accompany the class field trip.
- All drivers follow the teacher provided directions driving directly to and from the field trip destination without stopping or detouring. It is very important to meet at designated times and locations as directed.
- The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:
  - The driver must be at least 21 years old;
  - The driver must submit to a background check and show no felony, DUI, or reckless driving convictions;
  - The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company;
  - Students must wear seat belts at all times;
  - Children under 8 years and/or 4'9" must be strapped into approved booster seats; and
  - Children under 13 years old must ride in the back seat.

## **HEALTH AND SAFETY**

### **Accident or Injury:**

- All student accident or injury must be reported to the parent/guardian by the designated person representing the school. The volunteer should report to the teacher or administrator giving details of how accident occurred and filling out an accident report form.
- Do not leave an injured child to seek assistance, send a child or another adult to report you need assistance.

### **Medication Procedures:**

- The administration of medications at school is allowed upon written request of the parent and a physician.
- Any medication dispensed by a volunteer must be supervised or directed by a school staff member.
- Any medication dispensed must be noted in writing and signed by volunteer and staff. The note should include: student name, medication, dose and person administering.
- A volunteer may **NEVER** administer any over the counter medications to a student, unless prescribed as above.

### **School's Emergency Plan:**

- Fire Drill – September thru June on a monthly basis.
- Earthquake Drill – Drills are practiced at the same time as the Fire Drill.
- Intruder or lock down – Practiced and timed with Fire Drills monthly.

## **VOLUNTEER PROCEDURES**

- **Parking**
  - May wish to leave valuables, such as a purse, locked in your vehicle as we have no place in the school to secure them
- **Entrance (Please call if unable to come when expected)**
  - Sign in
  - Pick up name tag and wear at all times on campus or with field trip
  - Sign out and return name tag when leaving

***Work routines will be explained by the school staff and on-the-job-training will be provided***

- Familiarize yourself with the rules and routines of the school and classroom. Please ask questions if unsure about a direction or routine.
- Respect the teaching learning process by not using your volunteer time for an informal parent-teacher conference or conversation.
- Be aware that the staff room is often a workroom for teachers and children are not allowed in this area.

- When volunteering in classrooms or on field trips make other arrangements for siblings.
- Be open and honest in your communication to the staff and administration. If you feel a problem exists, help to identify the problem and communicate your concern directly to a staff member.
- As a volunteer you are **not** expected to be responsible for the actions of the children or for administering discipline. If a student is disruptive seek assistance from the teacher or administrator.
- Confidentiality
  - In the course of your volunteer work at our school, you may learn confidential information about students, parents or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.
  - There are times when student confidences can not be kept. If a student confides a desire to commit suicide to a volunteer, that confidence must be reported. If a child reports any type of abuse to the volunteer that must be reported to the administration, who may ask you for a statement to be forwarded to Child Protective Services. **The guideline to follow is:** *Any information which, if shared with parent and/or administrators may save someone from harm must be shared.*

## **VOLUNTEER CODE OF ETHICS**

- **CONFIDENTIALITY**  
A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students.
- **COMMUNICATION**  
Always direct other parents' concerns to the classroom teacher. Written notes and comments are most helpful to the teachers because of time. If there is a conflict or difference in opinion, please go directly to the source and deal with the challenge. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.
- **QUALITY WORK**  
If you don't think you can do the job, please be honest and talk to the teacher involved. If directions need clarity, please ask. The Volunteer workroom is a space to be shared to work on projects here at school. Please notify the volunteer coordinator if supplies are running low.

- **DEPENDABILITY**

The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible. If your schedule changes throughout the year, just let us know.

- **RESPECT FOR OTHERS**

Children learn from watching you. Practice patience and understanding toward the children and staff which helps learners value and apply these qualities.

- **ROLE**

At all times a volunteer is there to support the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

\*\*\*\* It is important that as a volunteer you are realistic about the amount of time that you can offer the school and what you are unable to handle. Being at St. Joseph School should be a positive experience; however this may not be possible if your commitments outweigh the amount of time or energy that you have available.



St. Joseph School – Issaquah ✚ Snoqualmie

## Confidentiality Pledge 2009-2010

### Archdiocesan Confidentiality Policy

Confidentiality is a serious matter; it is important to protect parish/school business, and the parish/school community. Volunteers and employees who handle confidential information are responsible for its security and should not discuss it with anyone other than their supervisor, principal, or pastor except as provided for by civil law or on a need-to- and right-to-know basis.

I do hereby pledge myself to hold in strict confidence all information, verbal or written, concerning students/families, present or former, which comes to me as a volunteer of this school.

I realize that the work of the school is confidential and that a failure on my part to recognize this may result in harm to those whom the school seeks to serve.

This pledge refers to specific personal information received while working with students and staff in the office or classroom, a discussion of which is clearly a violation of confidence.

**I acknowledge that I have read and agree to abide by the rules stated in the Volunteer Handbook.**

Volunteer Name \_\_\_\_\_  
(Please print)

Signature \_\_\_\_\_

Date \_\_\_\_\_