

**St. Patrick School
Volunteer Handbook**



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Mission

The mission of St. Patrick School is to foster the spiritual growth, and academic life of its students, faculty, and staff, and to teach children, with the cooperation of parents, a Catholic way of life.

Vision

It is our vision that St. Patrick Catholic School will offer a uniquely superior academic curriculum and a faith focused social and moral teaching that will be recognized, prioritized, and ultimately desired by area families as their preferred choice in education for their children.

We will strive to answer the Bishop's call by being identifiably Catholic in spirit and culture, academically excellent, and soundly administered by offering a balance of love, faith, academics, service, fine arts, and athletics.

We will seek to develop the whole child in the likeness of Christ by presenting each child with the opportunity to discover and live their life to their fullest potential spiritually, academically, physically, sacrificially, and prayerfully in service of others.

We will establish a reputation for forming dynamic Catholic leaders that take their faith into the world with them by showing that we must live what we believe.

Diocesan Mandates

All volunteers at St. Patrick School must comply with mandates as set forth by the Diocese of Peoria, including safe environment training, background checks, and safe driver training. These trainings and programs can be accessed at: <https://cmgconnect.org>. These mandates are important to protect our students, volunteers, and school.

Anyone interested in volunteering who has not yet met these mandates should contact the school office for further information.

Volunteer Activities

Volunteer activities are listed in the “Appendix” under “St. Patrick School Volunteer Opportunities.” Volunteer service is highly encouraged at St. Patrick School to help support all of the activities and extracurricular programs that are important for the success of our school.

Volunteer Rights

As a volunteer you have the right to:

1. be welcomed as a valued member of our community;
2. be assigned to a volunteer area where you feel comfortable and confident;
3. the respect of our community;
4. receive necessary information;
5. have your questions answered clearly and promptly;
6. make suggestions to the professional staff;
7. volunteer as long as you and the administration agree.

Volunteer Responsibilities

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed-upon time;
2. notifying the appropriate persons if you are going to be absent or tardy;
3. performing your tasks to the best of your ability;
4. understanding that the administration values your service, but may not always be able to honor your preference for days, times and places of service;
5. keeping young people under your supervision safe and appropriately occupied;
6. notifying your supervising faculty or staff member or the Administration about unsafe conditions or issues causing you concern;
7. supporting the teachings of the Catholic Church and living in accordance with those teachings;

8. supporting the authority of teachers, staff, and the administration;
9. upholding school rules;
10. keeping confidential information that you have garnered during your volunteer service that is private to students and/or their families;
11. promptly making known the confidences of young persons that involve issues of health, life, and/or safety.

The following responsibilities are referenced from the Catholic Diocese of Peoria's Volunteers Code of Conduct.

As a volunteer, I will:

- refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the Administration;
- refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the Administration;
- cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- smoke or use tobacco products in the presence of children and/or youth;
- use, possess, or be under the influence of alcohol at any time while volunteering;
- use, possess, or be under the influence of illegal drugs at any time;
- use, possess, or be under the influence of marijuana at any time while volunteering
- pose any health risk to children and/or youth (i.e., no fevers or contagious situations);
- strike, spank, shake, or slap children and/or youth;
- humiliate, ridicule, threaten, or degrade children and/or youth;
- touch a child and/or youth in a sexual or other inappropriate manner;
- use any discipline that frightens or humiliates children and/or youth;
- use profanity in the presence of children and/or youth.”

Discipline Code

Volunteers shall adhere to the code of discipline as presented in the St. Patrick School Parent-Student Handbook.

Field Trips

Volunteers who serve as chaperones on field trips should note the following:

1. All school rules are in force unless the Administration has explicitly stated otherwise.
2. Chaperones are to stay with their assigned groups.
3. Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise.

4. If your own school-aged child is on the trip, he or she must not be treated any differently than any other child.
5. Children of volunteers who are not currently enrolled in St. Patrick School are not allowed to accompany volunteers on field trips.
6. Volunteers' first responsibility is the safety of the students.

Health and Safety

Any student reporting illness or injury should be referred to the supervising faculty or staff member immediately. If there is no other adult in proximity, use the closest intercom phone to contact the school office (list of intercom phone numbers is posted next to phone). In an emergency, bring the student to the office immediately.

Although St. Patrick School does not have a nurse on staff, office personnel will assess the student and contact parents/guardians per procedures stated in the St. Patrick School Parent-Student Handbook.

Any volunteer on the playground or in the play yard area should have a two-way radio. The radios are located in the school office and should be returned to the office when finished.

Emergency Procedures: Standard Response Protocol Procedures

Fire: Evacuate

1. Close classroom doors, outside doors, and any fire doors that may be open.
2. Do not close any windows that may be open.
3. Students walk silently in an orderly single line.
4. Exit following directions posted in the classroom.
5. Once outside, students join their homeroom teacher who checks attendance.
6. Stay in a designated spot in silence until signaled to return to the building.

Tornado/Disaster: Shelter

1. Students walk silently in an orderly single line.
2. Exit, following directions posted in the classroom for Tornado/Disaster drills.
3. Students join their homeroom teacher who checks attendance.
4. Take a position of sitting with hands covering your head until signal is given for release.
5. Return to the classroom quietly.

Earthquake: Secure/Shelter

1. Drop, cover head immediately.
2. Crawl under the desk or nearest table.

3. Listen for further instructions.

Intruder in the Building: Hold/Lockdown

1. An announcement will be given when possible.
2. Close all classroom doors which should already be in a locked position.
3. Remain in the classroom until otherwise notified.
4. Do not let any student leave the room.

Child Abuse Laws and Reporting

School personnel are mandatory reporters in the State of Illinois and therefore, if abuse is suspected, it is the volunteer's responsibility to report the abuse. It should be noted that volunteers are the reporting agents, not the screening agents; thus, it is not appropriate for volunteers to conduct investigations to determine the truth or falsity of the suspicion. Volunteers who make child abuse reports must notify the Administration immediately and make the report in the presence of the Principal and/or Assistant Principal.

Loyalty to the Church and School

When you are a volunteer, you are a representative of the Church and the School. You are expected to support the directions given by the Staff and the Administration. If you disagree with policy, the Administration will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic School, you are expected to support the Administration and the teachings of the Catholic Church and to live in a manner consistent with that support.

Diocesan Policies, C-401, C-402, D-147

Volunteers should be familiar with these diocesan policies regarding bullying and harassment. They may be accessed at the diocesan website, <https://cdop.org/> under the "Office of Catholic Schools" link or in the St. Patrick School Parent-Student Handbook.

Confidentiality

In the course of your volunteer work, you may learn confidential information about young people and faculty/staff. You are expected to keep this information confidential in any setting inside or outside the school just as you would want your own privacy rights respected.

However, information about a student who intends to harm self/others or is reporting physical/sexual abuse must be reported to the Principal immediately. This information must be shared with the Administration and not kept confidential.

Supervision of Volunteers

The administration is responsible for the total school operation; thus, they supervise or may delegate supervision of all who serve in any capacity in this volunteer ministry.

Procedures

School Hours: Grades K-8 are in class from 8:00 a.m. to 3:00 p.m. Students may enter the building at 7:45 a.m. and go to their classroom upon arrival. If they arrive before 7:45 a.m., they must be in Before/After-Care in Room 101.

Office Hours: The school office is open from 7:30 a.m. to 4:15 p.m.

Sign-In/Out: Volunteers are asked to sign-in and sign-out in the visitor's notebook located outside the school office. Nametags are located inside the office and must be returned when signing out.

Volunteer Dress Code: It is expected that volunteers reflect the image of St. Patrick School and wear modest clothing while working in the school or during school activities. Short shorts or skirts are not permitted when volunteering. Tops worn must be modest, no spaghetti straps, strapless, or low cut tops are not to be worn during volunteering.

Inclement Weather: If it should be necessary to close school because of weather conditions, an announcement will be made over television (WMBD, WEEK, WHOI), email, or text, and/or by the telephone communication system (RenWeb Parent Alert).

Right to Amend

St. Patrick School reserves the right to amend this Volunteer Handbook. Volunteers will be notified promptly of any changes.

APPENDIX

“VOLUNTEER OPPORTUNITIES”

Athletic Committee – Supports coaches and teams at St. Patrick School.

Athletic Volunteer* – During sports’ season(s), assists with cleaning up after the games; helps with concessions; works “the gate;” sweeps under bleachers; picks up trash; rolls up mats; puts chairs up in rack; cleans up any area where the sport event takes place. *Required service for athletes’ parents/guardians.

Band Volunteer - Assists with band events.

Chaperone – Escorts students on class field trips or assists room parents with a class party or event. Siblings and children not enrolled in the class should not be in attendance during your volunteering time.

Classroom Parties – Attends classroom parties to help room parents as needed. Siblings and children not enrolled in the class should not be in attendance during your volunteering time.

Classroom Treats – Brings treats into school for a class party.

Commission on Education – Appointed member who advises the pastor and principal on educational matters. Meetings are generally held monthly or as needed.

Concessions Stand – Sales, setup and cleanup of admission tickets and concessions during athletic/educational events.

Concessions Stand Coordinator – Orders concession items and schedules workers.

Guest Speaker– Speaks to a class, group of students, or entire school.

Library Helper – Assists in the school library.

Parent Ministry - Saints Zélie and Louis Martin were ordinary parents with extraordinary faith. Leading by their example and under their patronage, the St. Pat’s Parent Ministry that was formed in the fall of 2021, joyfully and faithfully volunteers time, talent, and treasure to support St. Patrick School in the growth, development, and well-being of our future saints. Efforts and volunteer opportunities include:

Room Parents: Support teachers in their efforts to educate our children

Ambassador Program: Support the growth of our student population as well as strengthen our current school community by hosting, supporting, and welcoming prospective and newly enrolled families to St. Patrick School.

Teacher and Staff Appreciation Committee: celebrate the efforts of our teachers, staff, principal, and pastor in the spiritual and academic development of our children.

Fundraising and Philanthropy: Helping the school raise funds through various forms of fundraising.

Prayer Partner – Pray consistently for the faculty, staff, and students of St. Patrick School.

St. Patrick School truly appreciates and values your time, talent, and treasure as we work together to support our school, students, and families.

Thank you volunteers!