



ST. ANNE
SCHOOL

Enriching heart, mind & soul

Accredited by the Middle States Commission on Elementary Schools
Parish School for St. John Neumann & St. Anne Parishes

Volunteer Handbook

**“I have given you a model to follow, so
that as I have done for you,
you should do also.”**

John 13:15

Letter from the Principal

Dear Volunteer,

Please accept my gratitude for your willingness to share your time and talent with the faith community of St. Anne School.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction or advice when needed as you participate in the numerous opportunities to volunteer.

We hope you will enjoy your time assisting at Saint Anne School. We believe your efforts will provide enrichment and growth opportunities for both yourself and the children you work with.

Together, we can and will make a difference!

The following information is designed to assist you in your efforts. Again, our thanks for all you do!

For Catholic Education,

Mrs. Suzanne Wood
Principal

Please Note: All volunteers must maintain the required Pennsylvania child protection clearances. If it is necessary to apply for clearances, sufficient time must be allowed to receive the clearance prior to beginning volunteer service, as described in this handbook. If you will be volunteering your time at St. Anne School this year and were not a volunteer last year, please fill out these applications as soon as possible.

Volunteer Handbook Mission Statement

“For the Son of Man came not to be served but to serve...” (Mark 10:45)

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide us and we have created this Volunteer Handbook to assist you. We want to make sure that you are well-informed on all aspects of volunteering at St. Anne School.

Charter for the Protection of Children and Young People

On June 14, 2002, the United States Conference of Catholic Bishops approved the Charter for the Protection of Children and Young People. The Charter addresses the Church’s commitment to deal appropriately and effectively with cases of sexual abuse of minors by clergy and other Church personnel (employees or volunteers). A firm commitment was made by the Bishops to provide a safe and secure environment for all children involved in programs operated by the Church. Accompanying the Charter were specific norms that have become law for dioceses in the United States. The norms were approved by the Holy See on December 8, 2002.

The Diocese of Harrisburg, including all school employees and volunteers who have responsibility for the supervision of minors, will fully comply with all of the requirements of the Charter, the accompanying Norms, Canon and Civil law regarding the protection of children. All schools, employees and volunteers in the diocese will implement the following steps:

- Conduct the required background checks for all employees and volunteers.
- Provide training for employees and volunteers who work with children.
- Inform employees of Pennsylvania Child Protective Services law regarding the obligation of employees to report suspected child abuse.
- Implement safe environment programs in schools.
- Report any suspected abuse of minors to the designated Church and Civil authorities.

All employees and volunteers will comply with the requirements of the Charter, as provided by the Secretariat for Education and the diocesan Youth Protection Office.

Volunteer Rights

You, as a volunteer, are a valued member of the school community. You have certain rights, including the right to be treated with the respect that is due any adult staff member, the right to be included with the school community in any and all worship services and the right to the tools and information necessary to perform the task you are assigned. You always have the right to ask questions in order to gain the information needed.

PROCEDURES AND POLICIES

Application Process

All employees and volunteers who have direct contact with children by providing care, supervision, guidance or control are required to comply with the requirements laid out by the diocesan Youth Protection Program. This program requires clearances from the PA State Police, the Department of Public Welfare (Child Abuse History Clearance), a diocesan disclosure form and an online mandated reporter training course via the University of Pittsburg. In some cases an FBI clearance may also be required. To access all regulations and forms needed to obtain your clearance badge, please go to the diocesan website <https://www.hbgdiocese.org/> under the tab “youth” protection. Your completed paperwork must be submitted to the school office in order to be processed and forwarded to the Diocese. Once approved, a badge with your name on it will be printed and given to you to wear while you are actively working with the students. Please allow sufficient time to process your clearances prior to beginning volunteer service.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children’s actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge section of the Service Agreement Form.

Dependability

The school relies on your support. We ask that you follow through on your volunteer commitments. Please give notice of absence whenever possible.

Discipline Code

The discipline code is delineated in the parent/student handbook. This code details behavior concerns and suggested accountability measures. Volunteers do not mete out punishment. Behavior that warrants such responses should be brought to the immediate attention of a teacher, aide or the office. The volunteer should not discuss the behavior incident with the child, the child's friends, or with other adults. The volunteers should always support the authority of teachers and principal.

Emergency Guidelines

Volunteers should be familiar with emergency procedures. If the fire alarm sounds, everyone must vacate the building, even if it is known to be a drill. Fire routes are posted in all classrooms and all exits are clearly marked. A volunteer who is monitoring indoor recess should follow the fire escape route marked on the sign posted in the classroom, leading the students in a quiet, calm, and orderly manner. The classroom teacher will join the class as soon as possible, and "special" teachers have been instructed to help where needed. All volunteers should be assured that the faculty and staff are well trained to deal with emergencies and that the duty of volunteers is to act in a supportive role.

As with any emergency situation, it is necessary to remain calm. Reacting emotionally will frighten the children and can hamper the safety of all.

Emergency plans for field trips are developed by the concerned teacher and approved by the

principal. A copy will be kept in the office for the duration of the field trip. A copy should also be provided to each chaperone. The information should include cell phone numbers and meeting points.

Field Trips

One of the most important, and enjoyable, areas of volunteerism is serving as a chaperone for a field trip. It is an opportunity to visit interesting locations and enjoy the students in an environment away from the school. It is also an occasion to get to know other parents. Field trips are also situations where it is crucial to the safety and enjoyment of the educational experience that volunteers understand the guidelines.

Unless the principal explicitly states otherwise, all school rules are in force on field trips.

Because many students have allergies to certain foods, it is important that the chaperone does not provide any snacks or food unless there has been prior approval by the teacher. Chaperones must stay with their assigned groups. Volunteers should not make any student changes among groups.

Supervision is both mental and physical. Attention should always be focused on the students. No siblings should be brought on field trips. Volunteers should not be talking on cell phones or shopping in museum gift shops. If your own child is on the field trip, he or she must be treated no differently than any other student. If the teacher has specified that no treats are to be bought at the snack shop, it is inappropriate for the chaperone to buy something for his or her child.

Health and Safety

St. Anne does not employ a full-time nurse. If a student is slightly injured (a minor scrape) or feeling sick, the student should be sent to the office - always using the "buddy system." If the injury is more extensive, then either an adult should accompany the child or, if it is dangerous to move the child (back injuries, severe pain indicating a broken bone), the office should be notified immediately via walkie-talkies (if the injury is outside) or via the intercom in the classrooms. A volunteer should never try to determine the extent of the injury or the nature of the sickness, but should always leave that determination to the office staff.

If a student is injured or becomes ill during a field trip, the teacher should immediately be notified and will take the appropriate action. The teacher will provide the necessary instructions to the chaperone in situations where a student has a specific health concern. It is highly recommended that volunteers, especially those in positions such as coaching, undergo CPR and First Aid training.

Dispensing medication is the responsibility of a staff or faculty member. Teachers will take appropriate measures to see that children requiring medication on a field trip are accommodated.

Inclement Weather

If it should be necessary to close or delay the school's opening time due to weather conditions, an announcement will be made over television on WGAL-TV 8. School delays or closings announced by the Manheim Township School District are usually delays or closings for St. Anne School. Students not living in the Manheim Township School District are required to attend St. Anne School when it is open.

Loyalty to Parish/School

Volunteers for St. Anne School are representatives of our parishes and school. Support of our school staff and policies is expected. If a volunteer has concerns about or does not understand a school policy, he/she should contact the school principal, who will be happy to address those issues. All volunteers should retain a copy of the Volunteer Handbook.

Discussion of children's needs or access to personal information (test scores, grades, behavior, special needs, etc.) is to be kept at a professional level and include only the principal and teacher(s) in its scope. Information about a child at St. Anne School must never be discussed with other parents, under any condition. Confidentiality is of the utmost importance. A breach of confidentiality will result in loss of volunteer status.

Responsibility

The Principal of St. Anne School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiative and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary. Please contact the Volunteer Coordinator or the school office for any questions.

School Hours

Grades K through 8 are in class from 7:55 a.m. – 2:55 p.m. Supervision of students begins at 7:30 a.m.

School Office Hours

The school office is open on all school days from 7:30 a.m. – 3:30 p.m.

Service Hours

All families agree to provide 40 hours of service to the school during the school year (runs from the day after the last day of school from the previous school year until the last day of the current school year). Parents/guardians should sign up for the areas in which they would like to participate via the service agreement.

Service Hour Documentation

All service hours need to be documented using the Service Hour Tally Sheet, which can be found at Appendix B. Completed sheets should be turned in to the office for tracking. For your convenience, a Volunteer Tracking binder will be available next to the sign in/sign out binder in the office. Entering the amount of volunteer time spent at the school at the time when it is completed will greatly assist in your final accounting of hours.

Service Hour Buy-Out

Although the purpose of this program is to increase volunteerism, parents may buy out of this service commitment by paying a fee of \$10 per hour that they wish not to serve. Parents/guardians should use Appendix D to buy out of the program. Of note, there is a 10% savings if paid in full by date indicated at the bottom of Appendix D.

Sign-In Procedure

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge or sticker that may

be picked up in the office. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

Volunteer Dress

St. Anne School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Anne School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, no workout apparel, and no jeans in the front office.

Volunteer Duties

All volunteers are expected to arrive on time and perform the assigned task. Arriving on time is important, not only in consideration of the other volunteers and staff, but for the safety of the students.

It is expected that volunteers respect and enforce school rules. Policies and rules are given great consideration and are only effective if there is a consistency of enforcement.

It is important that volunteers remember that the school exists for the students, and that each one should be treated as Jesus would treat them. This is, of course, true for all who work, teach, and serve within our school.

It is at the principal's discretion to determine if younger siblings can be safely included in the volunteer job. It is the policy of the school that siblings should not attend field trips. Siblings may accompany parents during cafeteria duty, although it should be noted that the parent must be able to give full attention to the duty. For example, leaving the cafeteria area to tend to a younger child is never acceptable. As such, volunteers are strongly discouraged from bringing younger siblings.

Volunteer Opportunities

A list of available volunteer opportunities is provided to each family via the Service Agreement found at Appendix A.

Right to Amend

This handbook is intended to be a guide to the school policies and procedures for the benefit of school volunteers. It is not a contract and is not intended to vest any particular rights. The school reserves the right to deviate from literal compliance with these terms where the pastor and/or principal deem it necessary in the interest of the school and the students or to change or modify the application of the matter discussed herein.

The school administration of St. Anne School, in consultation with the pastor and the St. Anne School Board, reserves the right to amend this handbook when circumstances warrant it. Notice of amendments will be sent to volunteers.

APPENDICES

Please note Appendices are a separate document from the handbook because they will change each year. Each family will be given a hard copy of the handbook once and it will be available

on the school website. If there any amendments to the handbook, updates will be given.

Appendix A
Appendix B
Appendix C
Appendix D

Service Agreement
Service Hour Tally Sheet
Description of Service Areas
Service Hour Buy-Out Sheet