

St. Dominic School



Home & School  
Volunteer Handbook  
2011 - 2012

***“To Seek Christ, Know Christ and Become Christ, each one for the sake of all.”***

Welcome,

Albert Schweitzer said, “I don’t know what your destiny will be, but one thing I do know - the only ones among you who will be truly happy will be those who have sought and found a way to serve.”

St. Dominic School has a tradition of many generous people who have found happiness and personal reward by serving our children. I welcome each volunteer as a special gift from God to help with the ministry of educating our children.

Mr. John Chovanec  
Principal

### **Mission & Goals**

We, the Catholic community of St. Dominic School work cooperatively with parents to educate children and foster spiritual, academic and social growth by:

- Encouraging the children and their families to be an active part of the worshiping community.
- Supporting the sacramental, liturgical and prayer life of the children.
- Promoting an atmosphere of caring and respect.

Through the cooperative efforts of the Archdiocese, Pastoral Staff and School Personnel, St. Dominic School provides quality Catholic education by:

- Recognizing each child as a unique individual with abilities to be developed to the child’s maximum potential.
- Integrating the academics with religious truths and values.
- Fulfilling the requirements for accreditation of the Archdiocese and the State of Wisconsin.

St. Dominic School strives to help children reach beyond themselves by teaching social justice, multi-cultural diversity, gender equity and social responsibility in the tradition of Catholic social teaching.

## **Enrollment Policies**

Volunteers are noncontractual persons who are voluntarily giving service to the school.

Volunteers at St. Dominic School enroll in the following manner:

- 1) Fill out a Home & School Volunteer Sign-Up Sheet and return it to the School Office.
- 2) Chairperson of each area will contact interested persons to form the various committees.
- 3) Volunteers are to work under the supervision and direction of a certified staff person.
- 4) All volunteers should complete the volunteer's enrollment form before placement. The duties of the volunteer should be clearly defined.
- 5) **In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, all volunteers who have regular contact with children will:**
  - **Submit to a Federal and State Criminal Background Check.**
  - **Read the Code of Ethical Standards and the Mandatory Reporting Responsibilities sign and submit to the employer the attached verification statement.**
  - **Attend a "Safeguarding God's Children," awareness session within ninety days of the start of employment/service.**
- 6) Volunteers must be at least 18 years of age.
- 7) All school families receive a St. Dominic School Volunteer Handbook. A receipt must be signed and returned to the Principal indicating that the Handbook was read and guidelines contained in the Handbook will be followed if one is going to volunteer.

## **VOLUNTEER COMMITTEE DESCRIPTIONS**

### **LUNCHROOM/PLAYGROUND SUPERVISOR**

- a. People sign up for Supervision prior to the end of the school year.
- b. Names of people supervising will be sent home monthly.
- c. Supervision time is **11:25 a.m. – 12:30 p.m. OR 11:40 p.m. – 12:45 p.m.**
- d. Supervision Procedure:
  - 1) Report to and sign-in at school cafeteria when arriving each day.
  - 2) After children are finished eating, the tables need to be washed.
  - 3) Supervisors need to walk around the lunchroom/playground to ensure proper behavior from the students.
  - 4) If the student/s does not follow the correction of a supervisor, then the supervisor reports his/her name and the offense to the teacher or principal. If need be, the student/s can be sent directly to the office for immediate attention.

If a student/s becomes ill or injured, the student should be sent to the Health Room with another student. If the injury is too serious, the student should not be moved. Another student should call for the principal/secretary.
  - 5) Payment for this service will follow guidelines coming from Parish Business Office.
- e. **THE PARENT WHO CANNOT KEEP THEIR ASSIGNED DAY MUST ARRANGE FOR SUBSTITUTES.** A substitute list is sent home in the beginning of the school year.

**ACCELERATED READER:** Work with the librarian and the teachers to maintain quiz inventory, up keep the software and help with the incentive program.

**BULLETIN BOARDS:** Creative energies needed to design our bulletin board displays throughout the year.

**CAMPBELL SOUP LABELS:** Collect, sort and submit donated soup labels to Campbell's. Labels are dropped off at school and also in the usher's room at church. This is ongoing throughout the year.

**COPYROOM:** Copy and collate papers for faculty and staff. This is a weekly task done on Monday morning.

**EXTENDED CARE:** Assist in coverage for Extended Care teachers as needed and for teacher appreciation luncheons – generally 2 per year.

**FAMILY FUN NIGHT:** Creative, energetic, like to have fun? If this describes you, then assist with this one-night event that brings together the St. Dominic Community. Organize from beginning to end this family night of games, music, snacks and camaraderie. This is usually held in March or April.

**FUNDRAISER COORDINATOR:** Coordinate or assist with the magazine renewal fundraiser in the fall.

**GENERAL MILLS BOX TOPS:** Collect, sort and submit donated box tops. Box tops from various General Mills products are dropped off at school and also in the usher's room at church. This is ongoing throughout the year.

**HEAD ROOM PARENT(S):** A job like no other! Stay involved in your child's classroom by helping plan parties and keeping other parents involved. Perform and coordinate occasional miscellaneous activities and assist the teacher as needed. This is ongoing throughout the year.

**HEALTH ROOM:** Monitor the Health Room from 11:20 A.M. – 1:20 P.M. to assist students as needed. **Must be Red Cross certified or willing to obtain certification.** (Red Cross class schedule is available from the Health Room Chairperson). You will receive credit for your required lunch supervision and payment. We need 15 volunteers per year for this position.

**HIGH INTEREST DAY:** Assist in planning for this all-school Spring event. Involvement begins in September with monthly meetings. There are three ways to help:

1. Work on the Steering Committee to contact presenters, and schedule classes.
2. Volunteer in the many fun-filled classes on the actual day.
3. Plan and organize the High Interest Day Luncheon for volunteers and presenters.

**HOME AND SCHOOL NOMINATION COMMITTEE:** The purpose of the committee is to organize and run elections for open positions on the Home & School Board. The commitment is from January through April.

**LUNCHROOM – FOOD SERVERS:** Two servers are needed each day to help serve hot lunch to the day school students. Sign up on the calendar outside the school office. One-hour time commitments are needed each day from 11:20 A.M. - 12:20 P.M.

**MARKET DAY:** Assist in one of the following areas. 1. Make reminder calls to those who need to pick up orders. Approximately 7 to 10 calls per person.  
2. Unpack and set up the orders for people to pick up. Approximately 2 hours from 1:30-3:30 one Friday per month.

**MILK CAPS – GIVE ‘EM 5:** Collect, sort and submit donated milk caps to Golden Guernsey and Kemps to earn cash for the school. Labels are dropped off at school and also in usher’s room at church. This is ongoing throughout the year.

**MOVIE NIGHT:** Watch a movie on the big screen with the whole family. This event is held in the gym in the fall.

**OFFICE HELP:** Assist with miscellaneous office duties and fill in for the school secretary. Many volunteers are needed on a rotating basis throughout the year.

**FALL OPEN HOUSE:** A fun event for students, teachers and parents. Help to organize this special night when our students “show off” their school! Assistance is needed to work on a committee to advertise and organize this event. This event is usually held in October.

**PARISH/SCHOOL OPEN HOUSE:** This is an event in which the parish and school get to showcase all that St. Dominic has to offer to parish members, existing and potential new families. Assistance is needed in organizing, set-up, providing tours, serving snacks and beverages, and clean-up. This happens one Sunday in winter. This event is sponsored by School Board and the Marketing Committee.

**OPERATION CHRISTMAS CHILD:** Organize this wonderful event that gives us all the true meaning of Christmas. Children donate age appropriate items that will fit into a standard shoebox. We prepare the boxes for shipping and deliver to the donation site. The time commitment for this event is usually October to November.

**PICK ‘N SAVE:** Advertise to our families and track our dollars through the use of the Pick ‘N Save grocery card program.

**PHONE DIRECTORY PROOFREADERS:** Volunteers needed to proofread sections of the current year’s school phone directory. This can be done at home. This occurs in the beginning of the school year.

**PUBLICITY/MARKETING:** Bring your St. Dominic pride and offer your assistance as a school ambassador, new family mentor, media liaison, or as a writer, editor, photographer or graphic designer.

**ST. NICK DAY:** Assist in bringing the joy of St. Nick Day to our children in December. Shhhh! It’s a secret! Budget provided by Home & School.

**SANTA’S WORKSHOP:** Assist our children in shopping for that special Christmas gift by being a part of this one-day event. An outside organization

provides the gifts for purchase. Assistance is needed to set up, staff the event, and clean up. This event is held in early December.

**SCRIP:** This is our on-going major fundraiser. Volunteers are needed in many ways.

1. Monday A.M. for order processing, computer entry and emptying family folders.
2. Wednesday to pick up Scrip from local vendors.
3. Thursday A.M. to fill orders; sorting, filing and general office help as needed. "Many hands make light work" (This is ongoing throughout the year.)

**SPIRIT SALE:** Assist with Spirit Sale. Includes meeting with vendor, organizing, tallying, processing orders and distributing to families. Most effort is required mid-August through early November.

**TARGET CREDIT CARD:** Advertise to our families and track our dollars through the use of the Target credit card program.

**TEACHER APPRECIATION:** Volunteers are needed to assist with special luncheons (held approximately 4 times per year) for the teachers and staff and also to provide extra "treats" for teachers and staff on a rotating basis throughout the year. Let's show our teachers and staff how valued they are. This is a fun and creative opportunity! This is ongoing throughout the year.

**TEACHER/TUTOR HELP:** Be hands on in the classroom to assist teachers with individual or groups of students in need of additional assistance. This is on an as needed basis.

**TECHNOLOGY LIAISON:** Be the person "in the know," about the technology projects going on in the school. Lend your expertise in planning, evaluating, and recommending school technology enhancements. Research changes that need to be made to the H & S website/webpage and gather that information to be updated. Attendance is required at a technology meeting each 3<sup>rd</sup> Wednesday of the month. This is ongoing throughout the year.

**UNIFORM SALE:** Assist with the ongoing "serve yourself" School Uniform Sale. Help periodically to keep the inventory organized.

**VIP DAY:** Assist the teachers with organizing this day in spring, when the special people in our children's lives visit the school.

## **Volunteer Rights**

Volunteers are valued members of St. Dominic School/Parish Community. Volunteers are not part of the paid, professional staff. While volunteers can and do perform invaluable services, they do not have the same status as teachers.

The rights of volunteers are as follows:

1. The Federal & State Constitutions do not apply in Catholic schools. However, the Gospel of Jesus demands that each person be treated fairly. Therefore, notice and a possible hearing will be given to a volunteer who is being told that his/her services are no longer needed.
2. Volunteers have the right to be treated with the respect due any adult staff members.
3. Volunteers have the right to the tools and information necessary to perform the tasks to which they are assigned.
4. Volunteers have the right to ask questions.

### **Volunteer Duties**

1. Volunteers are provided with a Volunteer Handbook.
2. Volunteers are expected to supervise the students under their care. They must ensure that students know ahead of time what they are to do in case of an emergency absence of the volunteers.
3. Volunteers are to arrive on time and perform their assigned tasks in a responsible manner.
4. Volunteers respect and enforce school rules.
5. Volunteers remember that the school exists for the students and therefore, they should treat all students the way Jesus would treat them.
6. Volunteers ask for instructions and assistance when needed.
7. Volunteers know and follow all school emergency procedures concerning fire and tornado drills.
8. Volunteers need to inform the principal of any suspicions of child abuse.

### **St. Dominic School Discipline Code**

In order to create a climate in which children can learn and enjoy school, a few simple regulations are enforced. These rules are based on the mutual respect children should have for one another and for adult members of the school community. An environment that encourages optimum human growth and development will be maintained and supported by administrator, teachers and volunteers.

- Right and responsibility to be respected as a person.
- Right and responsibility to one's personal belongings.
- Right and responsibility to a fair share of the teacher's/volunteer's time.
- Right and responsibility to personal safety on school premises.
- Right and responsibility to use educational materials and school facilities.

### **Health and Safety**

Red Cross trained and certified volunteers are on duty in the Health Room from 11:20

A.M. to 1:20 P.M. In the event of illness, accident or injury the student is taken to the Health Room where the Health Room Volunteer cares for the student. A parent/guardian is contacted by the Volunteer if any illness or injury is of a serious or questionable significance. An accident report is filled out and sent home with the student if a more serious injury occurs. A copy of this accident report is filed in the binder on the desk in the Health Room. In the absence of a Health Room Volunteer, the school secretary or principal takes care of sick or injured students.

Medications can only be administered by the principal, school secretary or Health Room Volunteer if a medication permission form is on file for the student. Name, date, time and medication administered are recorded in a notebook.

### **Emergency Procedures**

Fire drill and Tornado Emergency procedures are posted in each room. Volunteers are responsible for knowing and following both of these emergency procedures.

### **Loyalty to Church and School**

When you volunteer at St. Dominic School, you are a representative of the church and school. Volunteers need to support the directions given by staff and administration. If a volunteer disagrees with school policy, he/she discusses his/her concerns with the principal. Since volunteers are serving in a Catholic school, they are expected to support the teaching of the Catholic Church and to act as a role model consistent with these teachings.

### **Confidentiality**

Volunteers are expected to speak in a professional manner and to refrain from discussing student behavior and/or academic problems with persons inside or outside the school setting who have no right to information concerning a given student or students. However, volunteers do have an obligation to share student confidences or other confidential matters with appropriate professional staff when necessary. Confidences involving health and safety of students should always be shared with the proper professional staff.

### **Supervision of Volunteers**

The principal is responsible for the total school operation. Thus, the principal supervises all who serve in any capacity in the school.

### **School's Right to Amend**

School administration reserves the right to amend St. Dominic School's Handbooks. If there is such an amendment, the volunteers will be notified promptly of any changes that pertain to their area of responsibility.



Jesus is the primary teacher here at St. Dominic School.  
Perhaps Jesus is also the primary volunteer,  
the one who gives totally of Himself.  
Prayer to Him will help ensure  
that the ministry of Catholic education  
continues to make a profound difference  
in the lives of young people  
through the efforts of adult community members,  
whether paid or volunteer.

