



St. Maximilian Kolbe School

Volunteer Handbook

Overview

The St. Maximilian Kolbe School Volunteer Handbook was created to provide information for volunteers. It serves as a guide to explain the duties and responsibilities of each volunteer position. The school reserves the right to amend this handbook at any time. Volunteers will be notified promptly of any changes.

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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.

Help us see how best to support each student.
Grant us wisdom and patience.
Bless our efforts with success.

Amen

WELCOME TO OUR VOLUNTEERS

The staff and students of St. Maximilian Kolbe School welcome active and visible parent/parishioner involvement in the life of the school. Volunteerism enriches the learning environment of our children as well as 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, questions and concerns. We rely on your feedback for the continued improvement of our volunteer program.

MISSION STATEMENT

St. Maximilian Kolbe Parish School is a Christ-centered Catholic community called to model Jesus' Law of Love. The school endeavors to educate the whole child: spiritually, intellectually, socially, emotionally and physically. A varied and challenging academic curriculum is balanced with a strong commitment to service. By actively living the Gospels, students develop Christian values which serve as the foundation for good choices in later years. Through the guidance of the Holy Spirit and with parental support, the administration and faculty strive to nurture students to grow in grace and to make a positive impact on society.

BELIEF STATEMENTS

The Community of St. Maximilian Kolbe School believes:

- A Christ-centered environment is the cornerstone of the school.
- Students model Jesus' Law of Love through service.
- The entire school teaches the dignity of each individual and benefits from the unique nature of each student's gifts.
- Students have a right to be safe and to learn in a nurturing environment.
- The school fosters the development of healthy self-esteem.
- The academic program provides the necessary framework for success throughout the students' educational and professional lives.
- Through responsible digital citizenship, students are encouraged to make ethical and moral decisions while becoming proficient with the use of technology.
- The parents are the first teachers. The cooperation of the parents, and the school community, supports the students in achieving their maximum potential.

GUIDING PRINCIPLE

Every action, every interaction and every decision must benefit children.

STATEMENT OF PURPOSE

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

Teachers come to see volunteers as valued partners in extending and enriching the educational program. In addition, volunteers 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 principal is responsible for the total operation of the school; thus the principal supervises all who serve in any capacity in the school. The principal reserves the right to amend this handbook and volunteers will be notified on any changes.

COMMITMENTS

Administration is committed to:

- facilitating the operation of the entire school in accordance with its mission and beliefs.
- monitoring all school operations including volunteer activities and programs to ensure rewarding and productive experiences for all involved.
- assessing the efficacy and merits of the volunteer programs to ensure service to the school and respect of the volunteer's valuable time.
- providing continuity for the success of the volunteers.
- encouraging volunteer initiatives and celebrating their efforts.

Staff is committed to:

- welcoming and supporting volunteers.
- informing volunteers of their tasks and duties.
- providing materials when needed.
- encouraging volunteer 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.

PROCEDURES AND POLICIES

School Hours: Grades Pre-K through 8 are in class from 7:50 AM – 2:50 PM.

School Office Hours: The school office is open on all days school is in session from 7:30 AM – 4:00 PM.

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 name tag that will be issued when you sign in. Visitors and/or volunteers are to sign out at the time of departure.

Dependability: The school relies on your support. We ask that you follow through on tasks by attending to scheduled times, and please, give notice of absence whenever possible.

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 immediately to the Administration. All volunteers will be required to sign the Volunteer Covenant included in this handbook.

Volunteer Dress: St. Maximilian Kolbe 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. Maximilian Kolbe 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 please.

Cell Phones: When monitoring the students, cell phones are to be powered off, or on silent. Texting, receiving or making phone calls is distracting to your responsibility with the students. This is especially true when monitoring lunch and/or recess. Your attention is to be on the students at all times.

SAFE ENVIRONMENT

ST. MAXIMILIAN KOLBE CLEARANCE PROCEDURES Required Background Checks for All School/Parish Volunteers:

1. **PA Department of Public Welfare Child Abuse Clearance:** Can be obtained online at - <https://www.compass.state.pa.us/CWIS>. Individuals should go to the website and create an account. Once an account is created and an application is made online, applicants will have immediate access to the results or the status of their results, if they could be processed immediately. Applicants must be sure to complete the application fully – past addresses and past household members including parents and siblings since 1975. Applicants will be able to save and forward results via email. Effective July 25, 2015 there will be no fee for volunteers working with children. **Renewal is required every 5 years.**
2. **PA State Police Criminal Record Check:** Can be obtained by the office online with results available within a few minutes. Personal information can be given to the office to obtain this clearance. Effective July 25, 2015 there will be no fee for volunteers working with children. **Renewal is required every 5 years.**
3. **Federal Criminal Background Check (FBI Fingerprint):** A Federal background check is required for all volunteers who do not live in PA or have lived outside of PA **during the past 10 years.** Information is available online at <https://uenroll.identogo.com/>. **Use code 1KG6Y3 for volunteers.** The closest location for fingerprinting is at 814 Paoli Pike, West Chester, PA 19380. For those living in PA for 10 continuous years, a **Disclosure Form** must be signed and kept in our files. **Renewal, (of FBI check or Disclosure Form), is required every 5 years.**

****Numbers 1, 2, 3,
MUST BE COMPLETE
before you can begin to volunteer.****

4. **Safe Environment Training - “Protecting God’s Children”:** Attendance of this class must be completed within 90 days of the start of service. To view a list of dates and locations **and to register for a training class,** please go to <http://www.virtus.org>. After completion, please submit to the office the 5” x 8” copy of your “Standards for Ministerial Behavior” and “Technology Addendum”

form received at the training site. This is a one-time training session. If you had completed the Virtus Safe Environment Training, “Protecting God’s Children”, prior to July 1, 2011, you must complete the online training session regarding the use of Technology. **The Technology Addendum** can be accessed online: <http://chilyouthprotection.org/index.php/staff-volunteers/required-training>

5. **Mandated Reporter Training:**

Please go to: <http://chilyouthprotection.org/learning/login/index.php> to register and complete this online training. The training is presented in three modules, which in total will take approximately one hour. Please download a copy of your certificate of completion and forward to stmaxinfo@stmax.org for school volunteers and saintmax@comcast.net for parish volunteers. This is a one-time training session. In addition, a Mandated Reporter Acknowledgement Form (since 12/2014) **MUST** be signed and on file for all volunteers.

6. **Coaches Orientation Session:**

All Coaches of CYO sanctioned sports must also attend a Coaches Orientation Session which is hosted at various times during the year. Visit the parish website at www.stmax.org - click on Ministries/CYO and click on the links for detailed information. A copy of the certificate from the Orientation Session must be turned into the rectory office. CYO Coaches, heads and assistants, must do this during their first year of coaching. This is a one-time training session.

Important: If an employee/volunteer is arrested or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, he/she must provide St. Maximilian Kolbe Parish written notice no later than 72 hours after the arrest, conviction or notification. Failure to disclose this information is a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

Please note: If you have any of these clearances from an Archdiocesan entity and the clearances are less than three years old, please bring the original to the office and we will make copies for our records. Additional information is available at www.chilyouthprotection.org by clicking on the link – Victims Assistance and Safe Environment. Please be in touch with the School Office (610-399-8400) or Parish Office (610-399-6936) if you have any questions regarding any of these training sessions. Thank you in advance for your cooperation and support of St. Maximilian Kolbe Parish.

Updated January 2, 2018

HEALTH AND SAFETY

Accident or Injury:

- Any student accident or injury must be reported. The volunteer should report the accident to the teacher or administrator giving details of how accident occurred. An accident report form must be filed.
- Do not leave an injured child to seek assistance, send a child or another adult to report that you need assistance.
- An accident or injury to any volunteer should be reported to the nurse and to the principal. An accident report must be completed as soon as possible.

Medication Procedures:

- The administering of medications at school is allowed upon written request of the parent and a physician. ***Only*** the school nurse is permitted to dispense medication.
- A volunteer may **NEVER** administer any over-the-counter medications to a student. Refer students to the nurse for all situations involving medications.

Schools Emergency Plan:

The school conducts regular drills to prepare for emergencies. Exit paths are posted, crisis management materials and instructions are in each room in the building. Volunteers should familiarize themselves with the specific emergency procedures for the room/space where they are volunteering.

- **Fire Drills** - all volunteers are expected to participate in fire drills that take place when they are in the building.
- **Intruder/lock-down** - all volunteers are expected to participate in drills conducted when they are in the building.

VOLUNTEER OPPORTUNITIES

The following are areas for volunteer opportunities:

- Classroom help
- Field Trip Chaperone
- Homeroom Parent
- Library Aide
- Lunchtime and Recess Supervision
- Office Help
- Parent Ambassador
- Special Events coordinators/support
- Home and School Association Board

VOLUNTEER DUTIES AND ROLE DESCRIPTIONS

Classroom Help

The classroom helper supports the teacher by performing a variety of tasks at the request of and under the supervision of the classroom teacher.

- Tutoring
- Reviewing work with students
- Teaching an area of skill, (art, music, speech, etc.)
- Computer lab support
- Filing and paperwork
- Decorating bulletin boards
- Write and/or type dictated stories
- Read stories
- Assist with hobbies/craft activities
- Work with a small 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

Field Trips Chaperones

The purpose of all field trips is to enhance learning by offering students experiences beyond the classroom. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. Field trip chaperones must work in cooperation with the teacher(s) to ensure the safety of the students. Chaperones are expected to follow these guidelines:

- Parents/guardians must have all required clearances up to date.
- Be at least 21 years of age.
- No more than one family member may attend any given field trip.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- Chaperones may not drive separately to the field trip unless approved by the teacher and the principal.
- Chaperones must maintain visual contact of students in their groups at all times.
- If a chaperone has group members of the opposite gender, he/she should send two or more students of the same gender into the restroom at a time. These students should make a quick scan of the facilities and report back to the chaperone before using the restroom.
- The chaperone will strictly follow the itinerary and the rules set down by the teacher.
- If a child, (other than his/her own), refuses to listen to the chaperone, he/she should contact the teacher immediately.
- Chaperones should model proper behavior and language.
- Chaperones may not smoke, consume alcohol, or use illegal drugs while on the trip.
- Chaperones may not bring matches, lighters, or weapons of any kind on the trip.
- Chaperones must arrive on time and considering the weather, dress appropriately for a school function.
- Chaperones should bring a watch or phone that displays the time, so they can monitor time.

Homeroom Parent

Homeroom parents are an important part of the St. Maximilian Kolbe School community. These parents assist the teacher in organizing and implementing classroom events for holidays and other activities throughout the year. The duties of homeroom parents vary based on what each individual teacher needs. They serve as the homeroom parent for the full school year. As a general rule, there are two homeroom parents for each class.

Homeroom parent responsibilities include:

- Meeting with the teacher to plan class events
- Communicating with class parents about events
- Soliciting parents' assistance for necessary items for each event
- implementing each event
- Collecting donations and purchasing gifts as appropriate for teacher appreciation day, end of the year, etc.

Library Aide

The library aide works under the direction of the librarian to assist in the operation of library classes and programs.

- help with material check out
- shelving books, organizing shelves
- preparing materials for circulation
- assist with the maintenance of the collection
- working with librarian on special events and activities

Lunchtime and Recess Monitors

Teachers are on duty in the lunchroom and in the yard during each lunch period. Lunchtime and recess monitors assist lunchtime activities under the direction of the teacher on duty.

Lunchroom

- monitoring students during lunch period
- assisting students with lunches, (juice packets, trays)
- directing/assisting with clean-up of tables

Outside recess

- monitor students to ensure safe play
- circulate throughout the yard
- escort students into the building as needed

Indoor recess

- circulate through the designated area to ensure students engaged in safe activities
- monitor bathrooms

Office Help

**Office volunteers work under the direction of the school secretary,
Mrs. Suzanne Truitt**

Clerical tasks include:

- answer phone, take messages, make calls as needed
- file materials
- assist with guest sign in
- copy materials
- gather/sort materials, prepare materials for mail/distribution

Parent Ambassadors

Parent Ambassadors are school parents who act as connectors to foster good communication and build positive community relationships. Parent Ambassadors are positive, supportive and friendly. They play a valuable role as a resource to help new families feel welcome; to encourage prospective families; and to keep all school families connected. Parent Ambassadors advocate for the school within the community by promoting school programs and school successes.

- Connect with new families to serve as friend and guide as they enter the school
- Work to develop strong relationships among families
- Work with school office to follow up with prospective families who have called/toured. Contact the families to address questions and concerns
- Contact the school office to ensure you have accurate information about school programs such as lunch, CARES, transportation, uniforms
- Work with the school office to support marketing efforts (Open Houses, etc.)
- Promote the school at local events, (Chadds Ford Day, Westtown Day, etc.)
- Serve as an advocate for the school by being a credible voice and positive influence
- Respond in a constructive way to rumors or negative comments by being informed and giving valid information about school policies, activities and events

Special Events Coordinators/Support

Each event has specific tasks and directions given by the teacher or

- Home room parties
- Home and School events
- Special themed classroom events
- Field Day
- Grandparents Day

HOME AND SCHOOL ASSOCIATION

PURPOSE

As stated in the bylaws, the objective of the St. Maximilian Kolbe Home & School Association shall be the advancement of Catholic education and the welfare of all school children of St. Maximilian Kolbe Parish. The Home & School Association shall enhance the education process by providing support for parents and teachers to aid in the education of children in Faith and academics.

The Home & School Association shall endeavor to increase parents' role in the education of their children by fostering a cooperative environment for the good of their children. The Home and School Association shall take an active role in sponsoring home and school activities, speakers, etc., to increase interest in the education of their children.

Membership in the St. Maximilian Kolbe Home and School Association shall be open to all individuals who express an interest in this association and pay the annual dues of \$40.00.

There will be two to three general membership meetings during the school year. Meetings are open to all members of the Parish and any parent of a child attending St. Maximilian Kolbe School, but voting is restricted to only dues-paying members. Meeting dates will be published in advanced. The last meeting in May will be the election meeting. Elections/nominations for open board positions will take place in the spring.

The administrative body of the Association is the Executive Board. The Board consists of the Home & School Association President, Vice- President, Treasurer, Secretary, Engagement Chair, and Fundraising Chair, and the school principal.

Responsibilities of the President

- Establishing the annual goals of the Home and School Association in cooperation with the principal and the Home and School Board-
- Planning and presiding at meetings of the Home and School Board as well as general meetings
- Preparing a calendar of Home & School events -
- Appointing and supporting special committees -
- Acting as a representative of the school in activities related to the Home and School Association

Responsibilities of the Vice-President

- Performing the duties of the President in his/her absence
- Supporting Home and School activities and programs

Responsibilities of the Treasurer

The treasurer or individual assuming the responsibility for the financial activities of a parish organization is acting on behalf of the pastor and the members of the parish. In this capacity, the Archdiocese of Philadelphia recommends that the treasurer follow and perform the following procedures/duties to ensure that funds received and expended on behalf of the parish, or for other designated purposes, are properly safeguarded.

1. All checks will be signed by the pastor or other designated parish employee. The treasurer will prepare the check, attach it to the invoice or check request, (along with an envelope), and submit it to the parish business manager, (Sue Barbella), who will coordinate the signing of the checks with the pastor. The rectory will mail all checks, if addressed envelopes are provided, and maintain the records at the rectory. Checks can be dropped off at the rectory between the hours of 8:30am – 4:30pm Monday through Friday, and on Sunday between the hours of 8:30am – 1:30pm. If these hours are not convenient, other arrangements can be made. Please contact Sue Barbella.
2. All checks should be written to the vendor providing service. Checks should not be written to individuals for reimbursement of expenses.
3. Any parish and/or school purchases to be made for the parish/school should flow through the parish operating account by transferring funds to the parish in the form of a check written out to the parish.
4. Budgets should be developed and followed for all CYO sports and Home and School fundraising activities.
5. Treasurer prepares deposits and takes them to the bank. Please note – deposits can be left at the rectory for Sue Barbella to take to the bank.
6. Treasurer prepares timely **monthly** bank reconciliations and brings them to the rectory for the pastor's review/approval. This can be dropped off at the rectory at the above noted times, (item #1).
7. Treasurer prepares a financial report for submission to the pastor. The report should be prepared at least on an annual basis, preferably on a quarterly basis.
8. Excess funds should not accumulate in bank accounts held in the name of the organization. Surplus funds should be transferred to the parish account or used for their designated purpose. This usually takes place by June 30th.
9. After submitting the organization's annual financial report to the pastor, all documents related to financial transactions for the year should be given to the

business manager for inclusion in the parish financial records file. This would include all deposit slips and any other documents that were not previously submitted.

Any questions regarding the above procedures can be directed to Sue Barbella, Parish Business Manager, at 610-399-6936.

Responsibilities of the Secretary:

- Maintaining the Home and School page on the school's website
- Monitoring, responding and disseminating email through hsa@stmax.org email inbox as appropriate
- Sending email blasts for Home & School announcements and events to school families, as well as CYO and PREP, when warranted
- Recording minutes at the board meetings, (and distributing minutes to board members within 1 week after the meeting date)
- Participating in monthly board meetings

Responsibilities of the Fundraising Chair:

- Acting as the point of contact for the chairperson for specific fundraising endeavors
- Providing support for the event chair in planning, advertising, implementing and debriefing the fundraising event
- Reporting to the board on the progress of each fundraising endeavor
- Relaying important information regarding tasks, timelines and materials to the board
- Coordinating with the school and parish organizations
- Ensuring advertising and promotion of fundraising events encourages attendance by the broader parish community
- Identifying new fundraising opportunities for the Home and School Association and presenting them to the board for approval
- Collaborating with Engagement Chair for events, as appropriate

Responsibilities of the Engagement Chair:

The Engagement Chair works with the principal and the school's marketing coordinator to implement marketing strategies that promote the mission of the school.

- Coordinating marketing efforts between school and Home & School
- Engaging families in school events and activities
- Promoting the school through local events including Westtown Day, Chadds Ford Days and Newlin Grist Mill Harvest Fest
- Connecting with local press, media and community boards to advance the school's good name, (i.e., Daily Local, WC Press, Fig West Chester, Macaroni Kids and PC Kids)
- Helping with marketing and branding efforts
- Collaborating with Fundraising Chair for events, as appropriate

Responsibilities of the Spirit Wear Coordinator:

- Working with the vendors to sell spirit wear to school families
- Maintaining spirit wear webpage
- Coordinating advertising, ordering and distribution of spirit wear between families and vendors -

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.

- 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.
- It is never appropriate to discuss or engage in gossip about children, teachers, staff members' actions, behaviors or conduct. Nor is it appropriate to discuss situations or incidences with persons who are not involved or who have no authority/standing concerning the incident.
- There are times when student confidences cannot be kept. If a student confides a desire to commit suicide to a volunteer, that confidence must be reported. **The guideline to follow is:** *Any information which, if shared with parent and/or administrators, may save someone from harm **must be shared.***

Communication

Always direct other parents' concerns to the classroom teacher. 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 administrator.

Dependability

The school relies on your support. Follow through on assigned tasks, within the scheduled times and please, give notice of absence whenever possible.

Respect for Others

Children learn from watching adults. 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, and the school. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

Note: It is important that as a volunteer you are realistic about the amount of time that you can offer the school, as well as the tasks you can perform. Being at St. Maximilian Kolbe School should be a positive experience; however this may not be possible if other commitments outweigh the amount of time or energy that you have available.



VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service to the children of St. Maximilian Kolbe School. I will uphold the expectations to the role of volunteer by observing guidelines outlined in the Volunteer Handbook and by being committed to my duties. I promise to respect the confidentiality of the students, faculty and staff. I have read and understand St. Maximilian Kolbe’s mission statement and will follow the rules, policies and procedures outlined in the Volunteer Handbook to the best of my ability.

Volunteer Signature _____ **Date** _____

(Please sign, date, and return to the school office.)



VOLUNTEER FORM

We welcome new volunteers! If you are interested in being a volunteer at St. Max, please fill out the form and return it to Sue Truitt
struitt@stmax.org or call 610-399-8400

Name: _____

Address: _____

Home Phone: _____ Cell or work: _____

Email: _____

Areas of strength (what I want to help with):

Areas I am not comfortable with:

Times and days available:

REFERENCES:

Shaughnessy, Mary Angela, SCN, J.D., Ph.D, School Handbooks: Legal Considerations, Second Edition, National Catholic Education Association, 2004

Shaughnessy, Mary Angela, SCN, J.D., Ph.D., Volunteers in Catholic Schools: An Administrator's Guide to Legal Considerations, National Catholic Education Association, 1993

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Erica Reilly – St. Maximilian Kolbe School Home and School Association Board Member who wrote the Home and School Association Manual which led to this Volunteer Handbook.

Diana Thompson, Principal of St. Eugene Catholic School, Primos, PA

Volunteer Handbook for All Saints Regional School 2014-15

All Saints Catholic School
Diocese of Wilmington, DE
Wilmington, Delaware

Karen Tarabochia
Assistant Superintendent/Personnel
Office for Catholic Schools

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