

All Saints Catholic Academy

VOLUNTEER HANDBOOK

Dear Volunteers,

“I have given you a model to follow, so that as I have done for you, you should also do.” John 13:15

The faculty, staff and I at All Saints Catholic Academy look forward to working with you to promote the value of service as you join our school community. We thank you for your priceless gift of service and time.

The volunteer application forms may be obtained from the school office or online through the school website: www.ascaalbany.org. Please complete the forms (print them out if accessed online) and return them to the school office.

Ms. Traci Johnson, Principal

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 All Saints Catholic Academy.

Diocesan Schools Vision Statement

The mission of the 21st century Catholic educator is to teach the rich tradition of Catholic values in the context of digital-age literacy, inventive thinking, effective communication and high productivity. The skills needed for life today go hand-in-hand with the pillars of faith on which our Catholic schools stand. We follow Jesus, the Master Teacher, as we prepare our students to be responsible, contributing citizens of our global society who will make moral decisions based on Gospel values and serve others without distinction.

Diocesan Schools Vision Statement of Purpose

To provide a framework for principals and teachers to discuss and develop ways to promote both Catholic values and academic excellence for the 21st century among school communities. The ICC (Interdiocesan Curriculum Committee) developed this tool to facilitate awareness, discussion, and implementation of the integration of Catholic values and modern skills.

All Saints Catholic Academy's Philosophy

All Saints Catholic Academy fosters the complete development of each individual child, with particular emphasis on spiritual and intellectual growth. Our children are educated to be fully prepared to meet the State's Common Core standards as well as their responsibilities to God, their families, community and themselves. All Saints Catholic Academy is committed to providing the highest quality academic education within a caring, supportive and safe Catholic environment which emphasizes community and social justice.

PROCEDURES AND POLICIES FOR VOLUNTEERING

Application Process

All volunteers are required to fill out and sign a *Code of Conduct, Background Check Application and complete the Virtus Training*. No adult may volunteer until all three requirements have been completed. All families are encouraged to volunteer at least at two events, one fundraising event and one other. Please complete all of the information requested, sign and date the forms, and return all forms to the School Office.

School Hours

Grades Nursery through 8 are in class from 8:00 AM – 3:00 PM. The School doors are opened for students at 8:00 AM.

School Office Hours

The school office is open on all school days 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 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.

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 to the Administration. All volunteers will be required to sign the Volunteer Pledge.

Volunteer Dress

All Saints Catholic Academy has very detailed expectations for student dress. Although volunteers do not have a dress code requirement (except for front office volunteers), it is expected that volunteers reflect the image of All Saints Catholic Academy 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.

Responsibility

The Administration of All Saints Catholic Academy 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 initiatives 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. Pre-school age children are not permitted to accompany parents to volunteer commitments.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made over television. The *School Reach* notification system will also deliver an email and/or text message.

Right to Amend

All Saints Catholic Academy reserves the right to amend this Handbook. Notice of amendments will be posted on the school website.

Charter to Protect God's Children Diocese of Albany

Charter for the Protection of Children and Young People

Religious teaching condemns the sexual abuse of children and youth as seriously sinful. The Bishops of the United States adopted the Charter for the Protection of Children and Young People in June 2002. This crucial document includes the church's response to the problem of child sexual abuse and provides a concrete prevention plan.

The charter outlines different resources and tactics aimed at preventing misconduct, such as safe environment training for adults, where all parish, school personnel and volunteers who have regular contact with children and youth are required to receive training in child sexual abuse awareness and prevention. Others include:

- **Safe Environment Training for Children and Youth:** empowers children, teaching internet safety awareness and personal safety skills to help avoid dangerous and abusive situations;

- **Background Checks and Screening:** all applicants to the priesthood and permanent Diaconate are required to participate in comprehensive psychological screening and background evaluations to assess their fitness for the ministry and their fitness to work with minors.
- **Diocese of Albany Catholic Schools Child Sexual Abuse Prevention Policies:** rigorous policies and procedures have been implemented by the Albany Diocese to provide a safe environment for all children and youth in our parishes and schools.- See more at:
http://www.higherpoweredlearning.org/?page_id=59#sthash.ZblZvOso.dpuf

The Human Resources Director of the Roman Catholic Diocese of Albany serves as the Diocesan Safe Environment Coordinator (SEC). The SEC works with parishes and schools, to maintain a safe environment for children and youth. The SEC's responsibilities include making sure that all clergy, staff and volunteers who regularly interact with children have been background-checked, and that these adults as well as children and youth have received safe environment training. Safe Environment training for Adults (Charter Article: 12)

VIRTUS® "Protecting God's Children"

All parish/school personnel and volunteers who have regular contact with children and youth are required to receive training in child sexual abuse awareness and prevention. Our Diocese uses a program titled VIRTUS® "Protecting God's Children," which teaches adults the five basic steps of child sexual abuse prevention. See <http://virtusonline.org/virtus/>

VOLUNTEER OPPORTUNITIES

Lunch/Recess

Volunteer Responsibilities: Assist staff in the supervision of students during lunch and recess times. Daily 11:15 - 12:55. (Wednesday- Pizza Day 10am- 12:55)

Scholastic Book Fairs

Chair Responsibilities: Recruit and schedule volunteers, organize student promotions, develop and place media ads, distribute communications to families, etc.

Chair Time Commitment: Significant time commitment for the 3-4 days of selling and promoting the book fair.

Volunteer Responsibilities: Book Fair Volunteers assist at the Scholastic Book Fair working at checkout (cashier positions), and assisting students during class visits.

Volunteer Time Commitment: Shifts are approx. 2 hours at pre-arranged times.

Box Tops/Campbell Soup Labels

Chair Responsibilities: Coordinate volunteers to help advertise for this program, collect, count and process the box tops and soup labels sent in to the school.

Office Assistance

Volunteer Responsibilities: Assist office staff with administrative tasks. Filing, copying, sorting, answering phones, etc.

Ice Cream Social

Chair Responsibilities: Plan and Organize event. Schedule volunteers to work shifts throughout the event.

Volunteer Responsibilities: The Ice Cream social is an event that occurs in collaboration with the spring music concert. Volunteers set up for the event, serve families, and clean up after the event.

Volunteer Time Commitment: One-hour shifts

Bowling Club 5th – 8th grades

Chair Responsibilities: Schedule and coordinate outings with a local bowling Lane, secure volunteers, produce flyers and attend three outings per year.

Chair Time Commitment: 10 – 12 hours

Volunteer Responsibilities: Volunteers are needed to get student volunteers to make posters for the school and to check in students and chaperone the events.

Volunteer Time commitment: Outings during the school year – chaperone shifts of 1-1.5 hours per outing.

Teacher Appreciation Week

Teacher Appreciation Week is a week of activities, typically in the spring, when we honor our ASCA Teachers.

Volunteer Responsibilities: Volunteers are needed in four main areas:

- Food-Providing food items for a breakfast, luncheon, healthy snacks day or sweet treats afternoon.
- Set-up/Clean-up for food events

Volunteer Time Commitment: Varies

Adult Fall Social

Volunteer Responsibilities: Plan and Organize an Adult get together in the fall. Coordinate sub committees to help with all of the activities for that event.

Movie Night(s)

Movie nights are organized in coordination with the PTO. More information is available at bi-monthly PTO meetings.

Family Events

Chair Responsibilities: Plan and organize the event. Coordinate sub committees to help organize set-up, decorations, the games, prizes, snack bar etc...

Front Office

Volunteer Responsibilities: The office volunteer helps the school secretary in a variety of ways. They answer the phone, do light office work and assist with the many visitors coming into the office.

Volunteer Time Commitment: The volunteer has the choice to work either a full day (8:30 to 3:00) or a half-day (8:30 - 11:30 or 11:30 – 2:30)

Volunteer Dress Code Requirement: Business Casual

Room Parent

Volunteer Responsibilities: Volunteers act as a link between the teacher and the parents to communicate information. Volunteers organize class parties and assist with materials and activities as requested by teachers. Teachers may also ask volunteers to assist with other school-wide activities. Please attend PTO meetings for more information.

Volunteer Time Commitment: Varies

School Pictures

Chair Responsibilities: The chair is responsible for obtaining the dates for school pictures from the office, recruiting volunteers to assist the photographers on picture taking days and organizing the volunteers, staff, students and photographers to facilitate a pre-assigned time schedule.

Volunteer Responsibilities: A few volunteers are needed to assist the photographers on school picture days. The primary responsibilities include organizing the students to get them to and from their appointments with the photographer, collecting payments and maintaining some records on that day.

Volunteer Time Commitment: Once a year in September.

Spirit Wear

Volunteer Responsibilities: Coordinate All Saints Catholic Academy's school spirit wear sales through out the school year. Coordinate volunteers to staff a booth at the school during the back to school night.

Thanksgiving Meal

Chair Responsibilities: Coordinate the school wide Thanksgiving Meal with Food Service and Teachers.

Volunteer Responsibilities: Assist with prep, cooking, serving and clean- up of the meal.

After School Clubs

Chair Responsibilities: Coordinate volunteers interested in supervising and organizing after school clubs for the students.

8th Grade Class Night

Chair Responsibilities: Coordinate volunteers, menu, entertainment and award ceremony while working closely with school administration, 8th grade teachers and staff.

Volunteer Responsibilities: Set-up and decorate, serve food and clean-up.

Race for Education

Chairs Responsibilities: Coordinate volunteers for day of event (month of May), create and distribute fundraising forms (pledges), secure entertainment, prizes and medical staff.

Volunteer Responsibilities: Set-up day of event, supervise students, work water table, take down and clean-up of event.

Learning Fair

Chair Responsibilities: Coordinate volunteers for the evening of event, collaborate with PTO for Pasta Night (same evening)

Volunteer Responsibilities: Process interest forms, create event program, name cards on tables, set-up/break-down of tables, prizes for participation.

Catholic Schools Week

Chair Responsibilities: Coordinate with the PTO the week's events for students. Coordinate volunteers, secure funding/donations for ice cream, bouncy-bounces, talent show, etc.

Volunteers Responsibilities: Set-up, serve, supervise, clean-up daily events.

Silent Auction

Chair Responsibilities: Coordinate a committee to organize, solicit donations, and run the silent auction.

Volunteers Responsibilities: Solicit donations, sponsors, create program, write thank you notes, mail invitations, help organize and prep the bi-annual event.

VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service to the children of All Saints Catholic 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 the Diocese of Albany's and All Saints Catholic Academy'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

Volunteer Printed Name

Please sign and date, and return to the Principal's Office with your Code of Conduct, background check and proof of Virtus Training.