



In Christ We: Live, Love, Learn.

Volunteer Handbook

Welcome

Volunteers are an important part of the school community and are valued for the contributions made to fulfill the school's mission. Every effort will be made to insure that the best possible use is made of volunteer's services. All parents are encouraged to become involved in our volunteer program. Thanks for the gift of time and talent in the service to our school community.

Mission Statement of the Educational Apostolate-Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide individuals to:

- respond to God's continuous call for conversion to Jesus Christ
- form and be formed in Christian community life
- grow in knowledge of faith
- participate in liturgical celebrations and prayer
- collaborate in the Church's mission of evangelization

Mission Statement of St. Cecilia School

St. Cecilia School, an educational ministry of St. Cecilia Church, is a Christ centered educational environment. We offer students opportunities to develop self-discipline, individual academic excellence, cultural awareness, and a commitment to lifelong service.

Vision Statement of St. Cecilia School

The vision of St. Cecilia School is to provide a quality, Catholic Christian education that stimulates lifelong learning and nurtures responsible, productive citizens.

The goal will be attained by developing an academically and spiritually enriching educational plan designed to foster individual needs through curriculum, instructional strategies, and assessment tools.

Philosophy

With Christ as our model, we believe in daily celebration of our Catholic Christian faith through liturgy and classroom prayer, responsiveness to one another's needs, and service to others.

We believe that each person is unique and lovable, possessing individual strengths. We believe that education is a continuous process and that the learning program should meet the needs and abilities of each child. We recognize the importance of developing in each student a wholesome self-concept.

With the cooperation of teachers, parents, and the parish community, we strive to achieve the religious and academic development of each child in a Christ-centered environment.

Through mutual communication, respect, and support, we endeavor to enhance the development of the full potential of each child.

By infusing Gospel-values into the curriculum, we seek to instill lifelong decision-making skills into each child, encouraging them to be responsible for their own decisions and behavior.

Goals and Objectives

Goal I: To build a community of faith

Objectives:

- To understand and internalize the mission of Catholic Christian educators
- To become faith-filled persons, expressing a relationship with God in prayer and celebration

- To grow in knowledge and understanding of the Catholic Christian faith and to share faith with others
- To permeate the curriculum with Christians principles and attitudes emphasizing peace and justice for all people of the world
- To involve families in the ongoing process of religious education and spiritual development

Goal 2: To promote a sense of self-worth in each student

Objectives:

- To help students understand their potential as persons created and loved by God
- To encourage students to develop their unique abilities and share their talents with others
- To teach and model values based on the moral code Jesus taught in order to help students increase self discipline and responsibility
- To help students realize they are part of family, school, parish, civic, and world communities, involving both rights and responsibilities

Goal 3: To challenge students to become independent, life-long learners

Objectives:

- To help each student achieve his/her academic potential
- To provide quality instruction consistent with current educational research
- To provide a classroom atmosphere conducive to learning
- To provide challenging learning materials

Goal 4: To reach out to the communities around us

Objectives:

- To communicate clearly and regularly in various modes with the school families
- To seek support, cooperation, and understanding within the parish communities of St. Cecilia, St. Thomas Aquinas and other Catholic parishes
- To acknowledge and share the cultural diversity of the school and community
- To publicize school activities in the greater Ames area
- To seek out and contribute to individuals and groups in need
- To participate in civic activities that further the well-being of students and the community
- To strive for peace and justice for all

GENERAL INFORMATION

SMOKING/SMOKE FREE CAMPUS

St. Cecilia Catholic School has been designated a “Smoke Free Campus”. At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine be permitted within the building or anywhere on school grounds.

RIGHT TO KNOW (Hazardous Chemicals) (Appendix B)

The Iowa Hazardous Chemicals Risks Right to Know Act was passed by the legislature in 1984 and is currently in Chapter 455E Code of Iowa. There are three main parts to the law:

1. Worker right to know (5-25-86)
2. Community right to know (7-1-86)
3. Public Safety/Emergency response right to know (11-1-86)

BLOODBORNE PATHOGENS (Appendix B)

The Archdiocese of Dubuque (Policy 4116.13) and St. Cecilia School have an established exposure control plan. All school employees shall be provided an annual in-service and are required to abide by the plan.

SEXUAL HARASSMENT

Archdiocesan Policy (4116.11) that all educational programs maintain a learning and working environment free from sexual harassment applies to St. Cecilia School. All instances of sexual harassment are to be immediately reported to the administrator.

SUPERVISION

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

DRESS

We try to maintain a respectful atmosphere at St. Cecilia School which includes staff, students, and volunteers attire. Please dress accordingly.

VOLUNTEERS

Usual tasks include:

Working with Children

- Working with small groups of children (reading, math) in the classroom
- Computer assistance with children
- Checking papers
- Assist in music, library, or art classes
- Assist teachers and students with plays presented throughout the year
- Homeroom parents
- Sharing information about your job or hobbies
- Helping with classroom parties
- Assist with individual children
- Supervise children during lunch and/or recess

Not Working with Children

- Cover the office for the secretary during noon break
- Office help
- Sort papers
- Work in the library/media center
- Work at the fall and/or spring book fair

At Home Work

- Computer work
- Phone calls
- Sewing/crafts/art projects

VOLUNTEER RIGHTS

- (1) Volunteers are valued members of our school community.
- (2) Volunteers have the right to be treated with respect.
- (3) Volunteers have the right to the tools and information necessary to perform their assigned tasks.

CLASSROOM GUIDELINES

As a volunteer, students will look to you to provide guidance in their behavior, in much the same way that they look to their teacher. You are to be given the same respect that teachers and other staff receive. It is important that you discuss beforehand with the teacher her/his expectations and classroom rules. You should also know what discipline plan is used in the classrooms you work in. Knowing these things beforehand and having discussed them with the teacher helps you feel confident dealing with student behavior in a way that is consistent with the classroom teacher's plan.

PLAYGROUND GUIDELINES

1. The playground supervisors (teachers and parents) have the authority to guide and direct the students and their activities. Playground privileges may be revoked if guidelines are consistently broken. In the case of serious violations, the principal will take immediate action. Recess privileges may be revoked and parents may be notified.
2. The parking lot area is off limits. Students are not to play in any areas in front of the building (west side), especially near or on the statues in the front of the building.
3. Students are not to play on the grass when it is muddy. Sometimes water and ice pool in the grassy areas, and these should be avoided as well.
4. If playground balls or other equipment go out of the fenced area and the supervisor is the only adult out, he/she can try to retrieve it. Students are not to go outside the fenced areas. Student safety on the playground always comes first.
5. Students are to respect other students' activities.
6. Students are not to play inside or near any doorway or entrance.
7. Playground equipment is provided. Items should not be brought from home for school recess. The school is not responsible for items brought from home that are damaged or lost. Items such as jump ropes, balls, etc.

that are brought out by a student for recesses are to be returned by the same student after recess.

8. Snowballing and throwing sticks, stones, pea gravel, wood chips, etc., are not permitted. Pea gravel from the playground is to stay on the ground and not to be removed to other areas. Games involving tackling, picking up or throwing other students is not permitted. Hitting and name-calling are not permitted.
9. Dangerous toys, such as hard balls, roller skates, roller blades and skateboards, are not permitted on the playground. Any type of radio, tape player, etc., should not be brought to school.
10. Students should ask permission before returning to the building. Students are to obtain a hall pass from a playground supervisor before using the restrooms or going to the office. Only two students at a time will be allowed to go inside to the restrooms. In the case of a minor injury or illness, one student helper may accompany the affected student to the office. Supervisors are not to leave the grounds. If help is needed, a student should be sent into the office. Students are not to leave the grounds for any reason.
11. Any verbal disrespect will be reported to the student's classroom teacher. Consistent problems with an individual(s) will be brought to the attention of the principal.
12. Students must go up the steps and down the slide without blocking, pushing or cutting in line.
13. Students are to line up with their classmates as soon as the recess bell rings. Students are to be walked back to their classrooms by their teacher or assistant in a quiet and orderly manner. Students who remain on the playground after the bell rings will be noted as being in violation of the rules.
14. An emergency pack is taken to the playground by the supervisor during each recess.
15. Boots and shoes or two pair of shoes and snowpants are required when weather conditions are wet or snowy.
16. Unless snow pants are worn, sliding on the snow is prohibited.
17. Ear and hand protection (hat, scarf, muffs, gloves, mittens, etc.) are required during cold weather. No outside recess if the wind chill is 0 or below.

18. Although reading is always encouraged, no books are to be taken out at recess time.

HELPFUL HINTS

Conflict sometimes occurs in play. These are some tips for dealing with conflict situations.

1. When fights occur, the students involved should be removed or remove themselves to a neutral sideline and wait until they can play cooperatively before rejoining their friends. Have them report to you when they feel they can handle the situation responsibly.

2. OR - say to students: "I believe you have the ability to solve the problem. I want you to talk it over and come and tell me your solution."

3. Natural Consequence Technique - Say to students: You have a choice to either play in peace or choose to go to another area of the playground."

IN THE CLASSROOM:

1. If students misbehave you can say: "This is not acceptable" or "That is not OK" or "You need to _____." If students are fighting or arguing, you can have them talk about it. The student who has been hurt, etc., asks the offending child, "Why did you _____?" The other student should have a good answer. Sometimes it is something that the hurt student did first, sometimes not even intentionally. The offensive student or both, if needed, should apologize when through talking.

2. In some classrooms, students may be able to change places if they are not getting along with their neighbors or are bothering others or can't see or hear you.

MANDATORY REQUIREMENTS

1. ***Sign-in procedure.*** Go to the office and sign in each day when you arrive at school. Please record your hours. ~~The hours volunteered will be reported to the parish and the Catholic School Board.~~ It is also necessary for our volunteers to sign in for safety reasons. Please wear a "Saint Cecilia School Volunteer" identification badge and return the badge when you sign out. Badges are found in the office in a box next to the sign-in book on the file cabinet next to the secretary's desk. Ask the secretary if you have questions.
2. ***Required forms and training.*** Volunteers may be required by the Archdiocese to have a background check completed and have a signed Acknowledgment Form (regarding child abuse) for Covenanted (volunteer) Personnel.

VIRTUS

All volunteers who work with students one hour or more per week, must attend VIRTUS training per the Archdiocese of Dubuque policy. This is a one time training.

What are the VIRTUS programs?

VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote “rightdoing” within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact within the Church.

Please sign up for VIRTUS training at www.virtus.org. Once you’ve completed the training, we’ll need a copy of your VIRTUS certificate in the school office.

3. **Photography/Videotaping.** All people taking pictures or videotaping students must come into the office for permission. If you notice anyone taking pictures or videotaping, please inform them that they must have permission to do so. Also, please report the incident to the office.
4. **Visitors.** All people visiting the school must have permission from the principal to talk to any students. If you do not recognize someone who is talking to students, please ask them for identification and inform them that they must check in at the office. Report the incident to the office immediately or as soon as possible.
5. **Confidentiality.** Please remember that all your work is confidential. We hope that you understand why this is necessary. School records and student information are never appropriate topics for discussion outside the school.

FIRST AID

In the event of an accident/injury, first aid materials may be found in the recess bag or health services office. Other than normal bumps and scrapes, all injuries should be reported to the school office.

When possible, students should be encouraged to take care of their own injuries. Students can wash cuts and apply bandages. Students should be encouraged to apply pressure with their own hand or tissue over a bloody nose or wound. If you must assist, you should provide a barrier between your skin and the blood of others. This can be done with gloves. Gloves and gauze are in the emergency packs. These may be obtained from your classroom teacher or the office. Please take an emergency pack outside with you each time you have playground duty. In most cases, send a student escort with the hurt or injured student to the office. In case of serious injury, send another student to the office for additional help.

ACCIDENTS

All accidents must be reported to the office. In case of serious injury, send another student to the office for additional help. All blood related injuries or illnesses involving body fluids shall be treated and disposed of in accordance with the OSHA standards and training procedures. Do not move a student if there is a possibility that a bone may be broken.

Universal Precautions & Infection Control in School

1. Cover the wound.

2. Use latex or rubber gloves to clean up blood.
3. HIV is only transferred through blood and semen. Since other germs can be found in body fluids, be sensible and use gloves.
4. Children should be taught to cover wounds and clean up blood.
5. Use new and clean gloves and clean paper towels for each blood spill.
6. Discard gloves and paper towels in a plastic bag and secure tightly.
7. Wash linens, towels, and clothes in hot water and soap.
8. Disinfect area with bleach or other approved disinfectant.
9. Wash hands immediately after contact with blood and the removal of gloves.

MEDICATION

No medication may be dispensed by anyone other than the office secretary. In the secretary's absence, the principal or teacher who has the required certification will dispense the medications.

FIELD TRIPS

- (1) All school rules are in force unless the principal has explicitly stated otherwise.
- (2) Chaperones are to stay with their assigned group.
- (3) Supervision is both physical and mental. Be sure that attention is always on the students.
- (4) One's own child is not to be treated differently than any other student.
- (5) The first and primary responsibility of the chaperone is the safety of the students.

CHILD ABUSE LAWS

Volunteers must inform the principal of any suspicions of abuse.

CHURCH AND SCHOOL

Volunteers do not just give time and talent; volunteers represent the church and school both to students and to the larger community. Volunteers are representatives of the church and school. Volunteers support the directions given by staff and administration. Volunteers support the teachings of the Catholic Church and live in a manner consistent with Church teachings.

RESPECT (Appendix A)

Should problems arise, resolve such directly with the person(s) involved. When resolution cannot be reached, follow the channels as established by Archdiocesan Policy 4119.4g.

COPYRIGHT LAWS

As a matter of justice for authors and publishers, copyrighted material is not to be duplicated without proper authorization.

DESKS

A teacher's desk is private space. Therefore, do not use a teacher's desk or its contents without permission.

EQUIPMENT

1. No equipment or supplies are to be bought or sold without authorization by the principal/designee and without being processed through the office.
2. No equipment or supplies may be taken from the building except when needed for a school-sponsored activity.
3. No volunteer is to promise the use of or lend equipment or supplies to any person outside the school staff. All such requests are to be referred through proper channels.

SUPPLIES

If supplies are needed, please ask the secretary.

VISITORS

In order to have a secure school environment, all visitors must check in and they will be given a visitor’s badge.

FIRE DRILLS

At least two fire drills per semester will be conducted each school year. All persons must proceed to the assigned shelter area.

TORNADO DRILLS

Two tornado drills will be conducted each semester. All persons must proceed to the assigned shelter area.

Appendixes

Appendix A – Complaints

Policy

COMPLAINTS CONCERNING PERSONNEL

- 4119.4g**
- 4119.4h**
- 4119.i**

Appendix B – Safety in the Workplace OSHA

RIGHT TO KNOW

The Iowa Hazardous Chemicals Risks Right to Know Act was passed by the legislature in 1984 and is currently in Chapter 455E Code of Iowa. There are three main parts to the law: (1) Worker right to know (5-26-86); (2) Community right to know (7-1-86); (3) Public Safety/Emergency response right to know (11-1-86). This Act covers all employers and requires employers to be in compliance with the provisions by the dates indicated above.

BLOODBORNE PATHOGENS (Policy 4116.13)

The Archdiocese of Dubuque has an established exposure control plan to eliminate or minimize district occupational exposure to bloodborne pathogens and to meet the requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR), Part 1910.1030. The Archdiocese

exposure control plan includes: Exposure Determination, Schedule and Method of Compliance, Hepatitis B Vaccination, Post-Exposure Evaluation and Follow-up, Record Keeping, Provision for Plan Copies, and Plan Review and Update. Unless stated to the contrary, individual school/agencies are responsible for implementation of the plan. OSHA has recommended universal blood and body-fluid precautions most commonly referred to as Universal Precautions. Universal Precautions are procedures to protect a person from becoming infected with germs. Universal Precautions means (1) All persons blood and certain body fluids should be considered infected with HIV, HBV, and/or other bloodborne pathogens. (2) Infection control precaution should be maintained to minimize risk to exposure to the specimens. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, one should be prepared to use the appropriate precautions and techniques prior to providing care. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques to infection control. Using common sense in the application of these measures will enhance protection of both the employee (volunteer) and the student.

Care for injured

- (1) When possible, the injured should be encouraged to take care of their own injuries. The injured can wash cuts and apply bandages. The injured should be encouraged to apply pressure with their own hand or tissue over a bloody nose or wound. (2) If needed, as the designated First Aid Responder (Lois Vidimos/Judi Blum) to assist. (3) If you must assist, you should provide a barrier between your skin and the blood of others. This can be done with gloves. A thick layer of paper towels or cloth can also be used as a barrier if gloves are not readily available.

Exposure

An exposure incident to blood or other potentially infectious materials through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up. Always wash the exposed area immediately with soap and water. If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly. If a cut or needle stick injury occurs, wash the area thoroughly with soap and water. Exposure needs to be reported immediately to the principal. If you have any questions, please contact the principal.

(All ambiguities or issues not specifically addressed in the handbook shall be decided by the principal in accord with basic Catholic values and beliefs.)