

***Thank you for
your service to
our staff and
students!***



*May St. Anthony intercede for us and
guide us in our care of God's children.*

**Saint Anthony Interparochial
Catholic School
Volunteer Handbook**

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COMPLIANCE

Please complete the inserted compliance sheet and return it to the school office prior to volunteering at the school. Please distribute forms to your three references along with a stamped envelope addressed to the principal.

VOLUNTEER APPLICATION

Volunteers are required by the diocesan Office of Catholic Schools to complete an application form, provide three references, sign a compliance form, attend Safe Environment training and, when required, submit to a background screening. After-school sports coaches are required to attend the diocesan-sponsored Ethics for Coaches training. All information should be kept up to date including address and phone number changes and emergency information.

Whether on a field trip, working in the classroom, or on school property, volunteers should dress appropriately for the professional setting.

ROLE of the SUBSTITUTE/VOLUNTEER

Substitutes / volunteers in the Catholic Schools of the Diocese of St. Petersburg add a great dimension and enrichment to the life of the school. Volunteers benefit students as they enhance student-adult ratio in areas such as: supervised playground monitors, lunchroom helpers, library aides, readers, field trip chaperones and classroom aides.

Volunteers are valued members of the school community. Under the direction and supervision of the school administrator and the school staff, volunteers assist in the provision of educational and other services to students, faculty and staff.

SUPERVISION of VOLUNTEERS

The school principal is responsible for the total school operation. The principal supervises all who serve in any capacity in the school and in official school related activities. The principal may delegate the supervisory role to a designated member of the school staff for a specific activity. Volunteers, including after-school sports coaches, are expected to review and adhere to policies and procedures contained in the school's Parent Handbook.

SUSPECTED CHILD ABUSE

Chapter 415, 504, Florida Statutes protects children from abuse and/or neglect. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Neglect is failure to provide adequate food, clothing, shelter, health care or needed supervision.

Under Florida law, anyone who suspects child abuse is legally obligated to report that abuse. It is the volunteer's responsibility to inform the school principal of any suspicions of abuse. If, for some reason, the principal declines to make a report based on a volunteer's suspicions, the volunteer still has a legal obligation to report.

The hotline is 1-800-342-9152.

CONFIDENTIALITY

The school staff, and school community, place great trust in our volunteers. All parents expect their child's integrity to be respected. In the course of volunteer work confidential information about students or teachers may be learned. **This information must remain confidential in any setting inside or outside the school**, just as one would wish his/her own privacy rights to be respected. At times, the volunteer may come into possession of information about students that if not shared, may bring harm to the student or to other students. This information must be shared with the administrator who in turn will share the information with the appropriate persons.

HEALTH and SAFETY PROCEDURES

When a volunteer takes children outside, s/he should carry a two-way radio provided by the classroom teacher or the office staff.

All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury. Simple scrapes, small cuts, bruises, etc. will be taken care of in the school office. If a child falls or bumps him/herself, the situation should always be taken seriously. Please report all such situations via the two-way radio to the school office to report that a child is on the way into the office, or to request assistance on the playground. Please be discrete when making such reports since many staff have radios and your report can be heard throughout the school.

Serious injuries such as a possible broken bone, severe bleeding or allergic reaction should be dealt with immediately and with caution. **DO NOT MOVE THE CHILD. DO NOT LEAVE THE CHILD.** Contact the office staff for assistance. Remove other students from the proximity of the situation as soon as possible. Keep the child as still and comfortable as possible until help arrives.

Never dispense any medication (not even OTC medications) to any child. All volunteers are encouraged to receive First Aid and CPR training.

Please exercise universal precaution (wear protective gloves) when there is any possibility of contact with any type of body fluids. Check with the classroom teacher for the location of gloves in the classroom.

SELECTING VOLUNTEER ACTIVITIES

Volunteers may be involved in a variety of activities that span many programs within the school setting. The volunteers should carefully consider his/her special skills, interests and talents when choosing a volunteer position.

It is important that, prior to accepting a volunteer position, that the volunteer clearly understands the requirements and responsibilities of the assignment. Activities that involve specific physical, intellectual, or time parameters, such as a reporting time for lunchroom helper or noon playground duty are noted in this handbook.

Prior to accepting the activity, the volunteer should be certain that it conforms to his/her preferences and schedule.

SCHOOL ROUTINES

Building admission: to maintain a safe and secure environment for our children, all staff and visitors are required to sign in/out in the school office. **All volunteers are required to wear the computer-produced Visitors' tag.**

Classroom Aides: The supervising teacher will determine with the volunteer the type of work needed and the days and times assistance is necessary and appropriate.

Cafeteria Helpers: The lunch period is scheduled daily from 11:00 a.m. - 12:15 p.m. The success of the Pizza Wednesday program is dependent upon the regular help of volunteers. In addition to distributing the pizza meal, helpers are expected to assist with supervision, sanitize tables /

Playground helpers: Volunteers will assist the staff on duty in securing a safe environment for the children during lunch and class recess periods. Although the park is a public place, we have been afforded use by the City of San Antonio. Our children have been cautioned against approaching or talking to any strangers. It is understood that the staff/volunteer should intervene in any suspect situation. Children have likewise been cautioned against playing with any animals (pets) in the park. Rough play (even in jest) is not permitted. Football is only permitted under the direct supervision of the P.E. coach on duty. Fair play is the rule at all times.

Field Trip Chaperones: Chaperones will be responsible for a small number of children under the direction of the classroom teacher. All chaperones must participate in Safe Environment training and, when required, submit to a background screen.

Field trips are planned to enhance the curriculum, and must be pre-approved by the administrator. Students, teachers and chaperones are ambassadors of Saint Anthony School and should be representatives of the "best" of our school. Chaperones are expected to encourage appropriate behavior and assist the teacher in fostering a "learning, inquiring attitude." **Chaperones shall not provide money or treats for the children in their charge.** If a child is without lunch, the teacher in charge should be notified.

The school will arrange bus transportation for field trips. Teachers, and all students involved, will ride the bus. On occasion, **Children may not be dismissed to parents from the site of the field trip; all children must return on the bus to the school.**

In special cases, determined by the teacher in consultation with the principal, a child's participation will be limited to the presence of the child's parent on the trip.

COPYRIGHT PRACTICES

The school closely follows the legal guidelines for use of videos in the school setting and the reproduction of software, videos, and/or printed materials. You may be asked to sign a document which advises you of these guidelines. All volunteers must be aware that the reproduction of copyrighted materials is illegal. All videos and software must be pre-approved through the school administrator and/or the media specialist before being used in the school setting.

BEHAVIOR MANAGEMENT

Volunteers should keep in mind that school employees are responsible for discipline in the school. Each teacher has established a system of classroom management which volunteers are expected to uphold and respect.

It is the goal of Catholic schools to instruct students in formation of a Catholic conscience so that they will choose behaviors which foster responsibility. In order to accomplish this, volunteers are requested to manage students in positive and constructive ways while they uphold the school's Code of Conduct. This can be accomplished through techniques and strategies which are administered through proximity, eye contact and privacy. In addition to supporting the Code of Conduct, volunteers are requested to support the decisions of administrators and the classroom teacher. The volunteer may NOT employ corporal punishment in any form. Failure to comply in this regard is ground for immediate dismissal.

Student misbehavior which is not corrected by a simple request, verbal reminder or re-direction, should be reported to the classroom teacher for further correction. Volunteers may not assign demerits for misbehavior; that is the teacher's duty.