

St. Dominic Catholic School

Volunteer Handbook

“When you look at the inner workings of electrical things, you often see small and big wires, new and old, cheap and expensive, all lined up. Until the current passes through them, there will be no light. That wire is you and me. The current is God. We have the power to let the current pass through us, use us, produce the light of the world. Or we can refuse to be used and allow darkness to spread.”

~Blessed Teresa of Calcutta

Dear Volunteer,

Thank you for allowing yourself to be part of our St. Dominic Catholic School electricity! You are an essential element in bringing Christ to the children, as your hands help make light work. I appreciate your willingness to support our children, faculty, and families with your gifts of time and talent. I hope that the content of this document will help clarify your very important role here in our school. I encourage you to share feedback about your experience with us so that we can learn from you in order to make our school the best that it can be as God intends.

God bless,

Mrs. Jill A. Fischer

St. Dominic Catholic School Mission Statement

St. Dominic Catholic School is inspiring minds, developing character and seeking Christ.

St. Dominic Catholic School Philosophy

We believe that it is our mission as disciples of Jesus Christ to continue His work in order to bring children and families into relationship with Him through our instructional programming. By honoring parents as the primary educators of children, we strive to serve the entire family through God-centered, student-focused learning opportunities that benefit the development of the whole child.

Inspiring Minds: We recognize that each child is an exceptional individual with talents and abilities to be developed to each child’s full potential. We provide an academic and co-curricular environment that challenges each individual and cultivates a desire for a lifetime of learning.

Developing Character: We enhance and support rigorous academics with religious faith and values by encouraging each child’s spiritual, creative, physical, psychological, and social growth.

Seeking Christ: Each individual at St. Dominic Catholic School strives to find Jesus in their neighbor, to deepen their relationship with Jesus Christ through participation in the Mass, prayer, and formational opportunities, and to work to be the hands of Jesus for others. We teach respect, acceptance, and justice for all people in the tradition of Catholic social justice teaching and the Gospel message of Jesus Christ.

Home & School Association

As individuals, it is impossible to accomplish the objectives of a community. As a community, by pooling all the talents of parent volunteers, we can accomplish great goals. Visit the **Get Involved** page under **Families** on the school website to see the various opportunities available for sharing your time and unique gifts. You can access the St. Dominic Catholic School website at stdominic.net/school.

Home & School Association Board Members 2018/2019

Co-Presidents: Anne Lautz & Courtney Gawryleski

Secretary: Kate Kummer

Treasurer: Kristen Winter

Volunteer Coordinator: Jennifer Von Boxtel

Enrichment Coordinator: Kerry Case

St. Dominic Home & School Association Mission Statement

We, the Catholic Community of St. Dominic Home and School Association, work cooperatively with faculty and parents to foster spiritual, academic and social growth by:

- assisting in the development of spiritual and educational growth experiences.
- providing structure that encourages parents to exercise their role as co-partners with the school in the education of their children.
- encouraging the development and maintenance of high standards of Christian family life.
- promoting a quality Catholic education.
- offering thorough well-planned programs, information of interest and value to parents as well as educational enrichment for the students.
- fostering an atmosphere to encourage school spirit and a sense of community through volunteerism and fundraising.

Volunteer Enrollment Practices

Volunteers are non-contractual persons who voluntarily give service to the school. There is no financial compensation for their gift.

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

1. Volunteer opportunities will be posted on the online program SignUpGenius.
2. Community members will be made aware of volunteer opportunities through an email alert from SignUpGenius to view those opportunities.
3. Volunteer opportunities will be posted in the family folder and the parish bulletin. Appropriate contact information will be given through the posting.
4. Volunteers must be at least 18 years of age.
5. All volunteers will receive a copy of this handbook upon their first volunteer opportunity of the school year as names are generated through SignUpGenius.

It is important to note that all volunteers will be required to participate and provide proof of participation in the Archdiocesan "Safeguarding All God's Family" program, previously known as VIRTUS training, before interacting with our children.

Volunteer Committee Descriptions

When a volunteer opportunity is posted on SignUpGenius, a complete description is provided.

Volunteer Rights

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

The rights of volunteers:

1. Volunteers have the right to be treated with the respect due any adult staff member.
2. Volunteers have the right to the tools and information necessary to perform the tasks to which they are assigned.
3. Volunteers have the right to ask questions.
4. The Federal and 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.

Volunteer Duties

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

St. Dominic Catholic 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 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 and space
- 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

In the event of illness, accident, or injury the student is taken to the Health Room where the office assistant will care for the student. A parent/guardian is contacted by the office assistant 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 the office assistant, the school secretary or principal takes care of sick or injured children.

Medications can only be administered by the principal, school secretary, or office assistant 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, tornado emergency procedures, and evacuation procedures are posted in each room. Volunteers are responsible for knowing and following these emergency procedures.

Loyalty to Church and School

When you volunteer at St. Dominic Catholic School, you are a representative of the school and parish. 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 supervision of the total school operation. The principal supervises all who serve in any capacity.

School's Right to Amend

School administration reserves the right to amend St. Dominic Catholic School 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 at St. Dominic Catholic 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.

Thank you for being the hands of Jesus to our children.