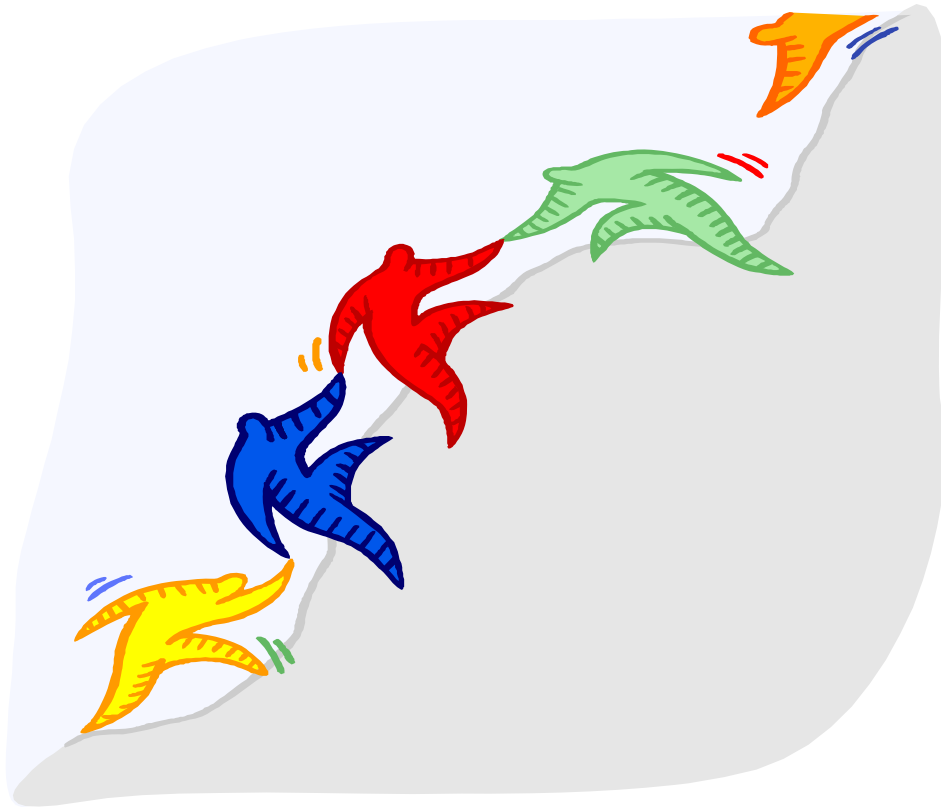


Saint Timothy School
Chantilly, Virginia



Volunteer Handbook
Building a Strong Faith Community
One Volunteer at a Time

Welcome to Saint Timothy School!

Thank you for volunteering your time and talents to help Saint Timothy School work toward its mission:

*to spread the Word of God
while providing for the
spiritual, academic, social, emotional
and physical growth of our students.*

As a volunteer, you are an integral part of our efforts. The school staff aims to build a strong faith community in which students, teachers, parents, and administrators can work together. Therefore, we expect our volunteers to recognize the value in each unique human being and to assist in creating an environment where the students are able to work toward the identification and development of their God-given talents.

The assistance that you provide in our classrooms and with our programs allows us to enrich the learning environment for all of our children. We are truly partners in education as we share in the efforts of educating our students.

The following pages will outline the policies, expectations and procedures to be followed by volunteers in St. Timothy School. The Points for Parents brochure can also be found on our website and outlines the general school plan for volunteerism, which includes opportunities both in and outside of the school building. Thank you for taking the time to familiarize yourself with both of these documents.

You are a welcome, valued, and much needed addition to our school staff. Your time and talent is sincerely appreciated. Thank you for all of your efforts on behalf of St. Timothy School.



Volunteering

What is involved?

Volunteers are asked to give of their time and talent either in the school environment, on class trips, or providing assistance that can be completed at home.

Volunteers will need to complete the Diocesan requirements for *Virtus* training including background checks, appropriate paperwork, and attendance at the *Virtus* course. The school can provide the necessary information and paperwork. Please check our website, www.sainttimothyschool.org for the most up-to-date information on *Virtus* compliance.

All volunteers must complete an Emergency Information Form and submit it to the school office.

It is strongly recommended that volunteers who work with children have a current negative TB test.

It is requested that volunteers attend the Volunteer Training sessions, when held and familiarize themselves with this volunteer handbook.



Volunteering

What you need to know

PROCEDURES:

Arrival and Departure: All volunteers must report directly to the office upon arrival. Volunteers must sign-in and obtain a visitor's badge/lanyard from the office. The badge/lanyard must be worn at all times. This identifies the visitor to all staff and students. Once the volunteer activities are completed, please return to the school office, sign out and return the visitor's badge.

It is important for the administration to be aware of all persons inside the building. In case of an emergency, it is imperative that all persons in the school be accounted for.

Please Note: Faculty and students are prohibited from opening doors to anyone for access to the school. All persons are to be directed to the main office to sign-in and receive a visitor's badge. Thank you for your understanding and compliance.

Siblings: Volunteer duties assist with an important aspect of the students' educational experience at St. Timothy School. It is prudent that all focus and energy be devoted to the students involved in a given event or activity. Arrangements for child care should be made to accommodate siblings off premises. Volunteers should not bring siblings or other children to the school when performing as a volunteer in an event or activity. An exception to this policy will be made for those times when a parent is volunteering during either recess or cafeteria time.

Specific Responsibilities: Volunteers are expected to follow the directives of staff members for performing specific duties. At times, a teacher may look to the volunteer to take charge of an activity or event. Please be sure that you are clear on the teacher's directives and goals. Feel free to ask any questions you may have.

Dependability: A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment. Staff shall provide the same courtesy to volunteers when schedule changes necessitate changes in volunteer activities.

Appearance/Attire: A volunteer shall always remember that he/she is setting an example for the students. Always be mindful of your sense of modesty.

Parent/Teacher Conferences: Volunteers will respect the school's policies and the teachers' daily schedules regarding parent-teacher conferences. Conferences concerning any issue a volunteer may have regarding his/her own child should be handled by making an appointment to talk to the teacher. *Teachers should be contacted by email, telephone, or via a letter sent through their child.*

Classroom/Room Appearance: Please be sure to leave any classroom or other area in the school building in respectable order. Remind students to clean the area around them. Any damage should be reported to the school office.

Reserving a Room: If a room is required for an event, **that room must be reserved through the kitchen manager.** The kitchen manager is responsible for all room reservations. The school is busy with many different groups making plans for events and activities. Be sure that you have formally requested and received approval from the kitchen manager to use the room you need on the proper day and time.

Requirements for Planned Activities: Many planned activities throughout the school year require the assistance of our maintenance department. This can include a physical set-up involving the movement of cafeteria tables, the set-up of equipment outdoors, etc. If you are responsible for an activity requiring a planned set-up involving maintenance, please put your requirements in writing, **a minimum of one-week prior to the event.** This notice may be hand delivered to the maintenance department or emailed directly to them. This helps everyone to plan so that the event can be a success.

SCHOOL CLIMATE

Respect: A volunteer shall respect the authority of the school and the school administration and work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities. A volunteer will treat students with respect.

Confidentiality: A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.

Impartiality: A volunteer shall favor no one side or party more than another in all school situations.

Objectivity: A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

Student Behavior: St. Timothy School does have a demerit system in place for students in grades four through eight. Demerits may be issued for inappropriate behavior. School-wide rules are posted in all classrooms. If at any time a student's behavior becomes disruptive to the group environment, please see the supervising teacher. The office can also be buzzed through the intercom system. While disciplining a student is a staff

responsibility, we do expect volunteers to assist in setting an appropriate tone in the classroom or during an activity.

SAFETY

Strangers on Campus: School personnel should be alerted to the presence of unknown persons on the school premises. No volunteer will open a secured entrance to admit any person to the school, known or unknown. (Procedures for entering the school are specified above.) There are no exceptions to this policy. All persons shall be directed to the main entrance and be prepared to provide identification to school personnel. In the event a stranger does gain access to the building, they should be approached quickly and quietly, and escorted to the office, not directed to where they wish to go. Unwelcome intruders usually ask for personnel by title, not name.

Inclement Weather: In the event of a severe thunderstorm, instructions will be announced over the PA system. Staff, volunteers, and students should be aware of potential dangers from loose or downed power lines and lightning strikes. If a storm should occur at dismissal time, dismissal *may* be delayed until danger passes. Any weather related changes to routines will be dictated by the school office.

Emergency Procedures: Emergency codes, evacuation routes, and alternative evacuation routes are posted in each classroom. Each classroom also has a crisis management manual with succinct directions in school procedures for any event. This is located in the red folder near the door.

In the event of an emergency, volunteers *must* report to the closest occupied classroom or the office, whichever is closer to the volunteer's location. They will be directed by staff and *must* follow the same procedures as students and staff. Teachers will have any rosters necessary for the accountability of the students in your charge.

Emergency codes are as listed:

<u>Code</u>	<u>Problem</u>
Code F	Fire drill, silent evacuation for fire, bomb threat, chemical accident, explosion or threat of explosion
Code "Off-Site"	Off-Site evacuation – for any event that requires removal of students from the building
Code "S-I-P"	Shelter-In-Place – an outside threat that will extend longer than an hour
Code E	Earthquake
Code L	Lockdown – any short-term external event
Code T	Tornado

Please refer to Crisis Management Manual for further information.

Administering Student Medications: When in the school building, volunteers must not administer medication to students. All student medications are to be locked-up in the clinic under the nurse's supervision. The nurse must administer the medications.

Information regarding student allergies will be provided to those volunteers who have responsibility for that child. In the case of an immediate allergic reaction, the volunteer or staff member may administer a prescribed and authorized epi-pen.

When on field trips, prescribed and authorized medication will be provided to the responsible staff, to be administered to students according to prescribed direction. Volunteers may be asked to assist with this duty.

PROPRIETARY AND INTELLECTUAL ETHICS

Written Material: Books chosen for the school library must be appropriate for students not only in age level and reading ability, but also for their moral development. All books and other written material shall conform to Diocesan policies and guidelines regarding Catholic education. *Library volunteers* will uphold the policies set forth by the school and defer any questions in this regard to the librarian.

COPYRIGHT: Any questions regarding copyright policies should be referred to the office staff. Laws and policies for the school's use and reproduction of printed material, audiovisual material, and computer software must be strictly adhered to.

VIDEO MATERIAL: All material must be pre-approved before it may be used in the classroom.

TECHNOLOGY: Proper use of technology, especially the internet, is an important consideration. Use of the school's computers, access to the school network and use of the world-wide-web should be approved by appropriate personnel, and should be done in accordance with all policies set forth by the Diocese. Use of school computers must be in support of education and research consistent with educational objectives. No personal information, or information about the school should ever be revealed to third parties. All material brought into the school for the purpose or intention of usage on school computers must be cleared with the administration prior to use.

PHOTOCOPYING: All policies for copyright must be followed when photocopying, regardless of the task. If a volunteer needs to make copies for a purpose that is not directed by the faculty (i.e.: PTO fundraiser), arrangements must be made through the school office to do so.

FIELD TRIPS

CHAPERONE-TO-STUDENT RATIO: The following chaperone-to-student ratio should be maintained:

PreK	1:4
K – 5	1:6
6 -8	1:8

SCHOOL GUIDELINES FOR TRIPS:

- The teacher is the Authority while on the field trip and must be responsible for the entire class. The teacher is accountable that the student's welfare is a priority throughout the field trip. The teacher's requests and instructions will be adhered to fully and consistently.
- The teacher must have copies of medical emergency forms.
- The school nurse will provide a tote-bag with student medications and instructions for all field trips.
- No siblings are allowed on field trips.
- Teachers will provide specific instructions to the chaperones and students designating times and locations for the class to meet. These *must* be adhered to.
- No unauthorized treats are to be given to students.
- No student is to be left on his/her own.
- No parent/chaperone is to administer or dispense any medication to a student. The exceptions, as listed above, are by teacher direction or in a medical emergency where a prescribed and authorized epi-pen needs to be given. 911 *must* be called immediately.

VOLUNTEER GUIDELINES FOR MONITORING STUDENTS

1. ***Always provide constant supervision*** to the students assigned to you. Always stay with the students and do not leave them unattended. If an emergency arises, call upon the nearest teacher, or use the call button located on the wall near the door to call the school office.
2. ***Never release a child*** to any individual, or allow a child to leave the school grounds under any circumstances. Students must be called by the school office if they are to leave the school, and will proceed to the school office for release.
3. ***Report all accidents*** immediately to the school nurse. Designate a pair of students to go and get the nurse for you. Instruct the students that if the nurse is unavailable, they should report the information to the office staff. You will be advised of any further actions that may be required on your part.

4. ***Never administer any type of medication*** to a student. Any student who is feeling ill should be sent to the school nurse for evaluation. No medications of any type whatsoever should ever be shared or dispensed to a student with the exception of an epi-pen in an emergency.
5. ***Physical force or corporal punishment is not permitted at any time for any reason.*** In addition, do not touch any student in any way that violates the rules set forth in the *Virtus* training provided by the Diocese. Any discipline problems that may arise which you are unable to handle in an appropriate manner should be referred to a teacher or the school office immediately. Negative, disrespectful discipline is not permitted.
6. ***Inappropriate language*** such as profanity, slang, or words that are disrespectful to a student or another adult should never be used.
7. ***Professional behavior*** is expected at all times. Any information regarding a student, St. Timothy School, or any member of the faculty and staff that might be obtained while acting as a volunteer is considered confidential and should not be discussed with others. Negative expressions regarding any student, teacher, classroom, or other Diocesan school is prohibited.
8. ***Fire Drill Evacuation and procedures*** are posted in each classroom near the exit door. Please familiarize yourself with evacuation routes in case of such an event. Specific guidelines for procedures can be found in the classroom Crisis Management Manual. These are brief, succinct procedures. The manual is in a red folder near the entry door.
9. ***Universal Precaution Kits*** can be found mounted to the wall of each classroom. The kit contains latex gloves and bandages. If assisting a student with a cut or in any event where there may be body fluids, the use of gloves is mandatory. Please buzz the school office and notify the nurse. She will direct and/or assist you as required.
10. ***When in doubt, ask a teacher or staff member.*** If he or she cannot assist you, they should be able to direct you accordingly.

RECESS PROCEDURES

We are grateful for the volunteers who assist staff during recess in all sorts of weather. We are committed to providing the students with an opportunity to enjoy the fresh air, keep physically fit, and have some social time with their friends. Additionally, we are aware of the necessity of good supervision during these activities, so that the safety of the students is maintained. With that in mind we ask our recess volunteers to be particularly mindful of the following:

1. The staff member in charge of recess will be responsible for noting on the Wiki at the start of the day, the designated place for each class during recess. Changes due to inclement weather or other circumstances will be announced by the staff member through the school office.
2. The staff member in charge of recess will be responsible for setting up traffic barriers and bringing first aid supplies to the two recess areas.
3. Volunteers should report to the staff member in charge of recess for assignment to a particular area during recess.
4. Regularly scheduled volunteers should notify the staff member in charge of recess by email, or call the school office if they are unable to come to recess and have also been unable to find someone to take their place. This provides us with sufficient time to provide appropriate coverage from among staff members.
5. Staff members assigned to recess duty and volunteers should be vigilant in their attention to the students during this time. Inappropriate or unsafe behavior should be stopped immediately in a gentle but firm manner. The basic rules of conduct of Saint Timothy School should be followed in every circumstance.
6. Students will not be allowed to move from one recess location to another.
7. There will be no football in the bus barn.
8. If there is sufficient coverage (i.e. more than 2 adults in the bus barn), students will be permitted to play football on the grassy area in front of the field.
9. Difficulties during recess should be reported to the teacher assigned at an area, or to the staff person in charge of recess to be handled appropriately. Parents who volunteer are expected to maintain the required level of confidentiality that is expected of all volunteers.
10. Parents who come to recess to pick up their child must present a pass from the office indicating that they have signed their child out appropriately. The staff member at that area will return the pass to the office.



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while providing for the spiritual, academic,
social, emotional and physical growth of our
students.*