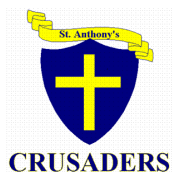


VOLUNTEER HANDBOOK 2011-2012

**St. Anthony of Padua
Catholic School**

410 E. 13th P.O. Box 1329, Dalhart, Texas 79022
806-244-4811 www.stanthonycrusaders.com



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***

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of St. Anthony School.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

The volunteer sign-up sheet is enclosed in this book. Please complete the form and return it to the school office.

Together let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of gratuitous service.

In gratitude,

Karen Graff
Interim Administrator

410 E 13th St (P.O. Box 1329) Dalhart, TX 79022, 806-244-4811g

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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 St. Anthony.

Diocesan Schools Mission Statement

The mission of the schools in the Diocese of Amarillo is to engage our school communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

Mission Statement of St. Anthony of Padua School

St. Anthony School is a vital part of the mission of St. Anthony of Padua Catholic Church. St. Anthony School will provide a Christ centered Catholic education, with a focus on academic excellence, and development of each individual child.

Mission Statement: To love each other; to learn to live our Catholic faith and principles; and to become moral people that bear witness to the Word of God.

Philosophy

St. Anthony of Padua Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Amarillo.

We believe in the inherent dignity and intrinsic worth of each individual child from the moment of his/her existence until the moment they are called home to the Father. At no time in their lives are they more in need of our concern and supportive, loving guidance than during their early educational years.

We believe that only in an atmosphere of love and acceptance can each child grow and develop into their divinely-ordained potential. It will be our aim to give these children entrusted to our care the kind of love and education that takes no shortcuts when striving to provide all that is for the genuine good of each individual child.

We will make it our specific aim to pass on to the children all the treasures of our Roman Catholic faith and heritage. For those children who are not of our faith tradition, we will endeavor to develop in them a strong sense of Christian morals and an open-ness to the concept of loving Christian service.

With the parents who are the first teachers of their children, we will try to send into the future young people with a solid, well-rounded educational background, strong

morals, a genuine appreciation of the family structure, and—most of all—students who can preach the Word by bearing witness to it.

PROCEDURES AND POLICIES

Application Process

All volunteers are required to read this hand book, mark the lines with x's on page 14 of this handbook to indicate the areas that you will volunteer, sign and date the Volunteer Pledge, and return the pledge and sign-up sheet to the school office. Please keep the Volunteer Handbook for your records.

School Hours

Grades Pre-K through sixth grade are in class from 8:00 AM – 3:30 PM. The School doors are opened for students at 7:45 AM.

School Office Hours

The school office is open on all school days from **7:45 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 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

St Anthony School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Anthony School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts and conservative blouses and tops.

Responsibility

The Administration of St. Anthony School 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.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made over television and the KXIT Radio Station. St. Anthony School closes whenever the public schools in Dalhart closes for weather conditions.

Right to Amend

St. Anthony of Padua Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to volunteers.

**The following sections (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection Of All God's Children encompasses both school and church.*

CHILD SAFETY & LEGAL ISSUES

Guidelines for the Supervision of Minors

Guidelines include, but are not limited to, the following:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing.
2. Programs for minors should not be administered by only one adult without additional adult supervision.
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
4. Facilities should be monitored during church services, and all school and other activities.
5. Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property.
7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.

SAFE ENVIRONMENT VISION STATEMENT

By virtue of our baptism, each of us is called by name to participate in the ministry of Christ who is priest, prophet, and king. In accord with that ministry, we are called as *priest* to share the presence of God with those around us, as *prophet* we speak the truth even in difficult times and call each other to fidelity to God's ways, and as *king* we exemplify the servant leader who generously and conscientiously looks after the welfare of those entrusted to us.

Because all human life is a precious gift from God, we must assure that all persons, especially the young and the vulnerable, are to be treated with dignity, respect, and offered an environment, which promotes safety. A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well being of each person. More than simply offering protection from danger, a safe environment within our context also reflects the reality that the Church sees itself as a sanctuary, that is, a "sacred space" where one finds protection, security, support, guidance, and the presence of God. Thus the entire church community must live in a way that is consistent with that covenant by fostering environments that not only are safe, but also are healthy.

The Safe Environment Program of the Diocese of Amarillo strives to empower parishes, schools, families, and individuals to create and foster safe and healthy environments for children and youth in all aspects of their lives. We strive to achieve this through preventive measures, as well as educational strategies. Prevention of abuse and neglect of our children and youth is foundational to the Safe Environment Program and constitutes its initial focus. As the program develops, safe and healthy environment training also will include but not be limited to such strategies as education and training in effective parenting, conflict resolution, internet and computer safety, the prevention of harassment, bullying, or violence in any form, healthy and best practices for injury prevention, and attention to safety in the event of emergency or disaster.

Training, support, and resources will be directed to:

- **All church personnel,** including lay and religious employees and volunteers, priests and deacons, by supporting them in ministering to their people through implementing and participating in comprehensive safe environment programs.
- **Children and youth themselves,** by supporting them in their effort to navigate their way through the confusing and often harmful aspects of the world by developing the necessary knowledge, integrity and self-mastery they need to live a mature and active faith.
- **Parents,** who, as the leaders of the "domestic church," are called to

provide the primary safe and formative environment for their children, by supporting the vocation of parenthood and the marital bond, so as to improve the nurturing and formation of their children, who are a gift and who call their parents together in love.

All Persons, who out of generosity and care, seek to better their own local environments for the safety and health of children and youth. Everything we do as church must reflect our commitment to respect life in all situations by providing a secure sacred space that safeguards and promotes human dignity, by fostering the development of each individual, and by creating and maintaining a safe and healthy environment for all who come to us seeking an experience of the holy presence of God.

Code of Conduct for Volunteer and School Personnel at St. Anthony School

PREAMBLE

By virtue of our baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek the Kingdom as He did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that it is in serving our brothers and sisters that we are reconciled to the Father and that all that passes between us is a function of our relationship with God.

Our call to discipleship is an abundant grace. It is also an awesome responsibility. Volunteer and school personnel, who publicly represent the Church, whether by office, employment, or appointment, have a special obligation because they have chosen to assume positions of trust. Our brothers and sisters, young and old, invite us into their lives, open their hearts, and share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Because of this trust our behavior, both public and private, has the potential to inspire them to faith and hope and motivate them toward greater generosity and participation. Sadly, it may also scandalize them, weaken or destroy their faith or increase their sense of isolation.

It is essential therefore; that anyone who undertakes a position of leadership or ministry in the school be constantly mindful of the trust they have been given. To faithfully discharge the responsibilities that accompany our work requires constant prayerful reflection since we must be sustained and supported by God's grace. Our obligations also require each of us to periodically undertake a personal inventory. It is hoped this Code of Conduct will assist us in this task.

These statements do not presume to provide answers to all ethical questions. They present a set of general ethical standards to help guide our day-to-day actions and

form a framework for developing policies and discussing ethical questions. It is anticipated, however, that volunteer and school personnel at St. Anthony School do agree to abide by these principles and understand that disregarding them may lead to remedial action.

PRINCIPLES

Volunteer and school personnel at St. Anthony of Padua Catholic School shall:

- Actively embrace the teachings and precepts of the Catholic Church and work to promote the Gospel of Jesus Christ.
- Demonstrate their respect for the rights, dignity and worth of each person from conception to natural death.
- Conduct their relationships with others free of deception, manipulation, exploitation or intimidation.
- Ensure just treatment for colleagues, employees, volunteers, parishioners and others who may be affected by the administration of their ministries.
- Provide a professional education and work environment that is non-discriminatory, free of all forms of physical, sexual, psychological abuse including written or verbal intimidation or harassment.
- Accept personal responsibility to protect, to the best of their ability, children, youths, and adults, especially those who are physically or mentally challenged, from all forms of abuse or neglect.
- Provide counseling for individuals or groups in a way that protects and respects each person's rights and advances their welfare without benefit to themselves as counselor.
- Keep all information received in the course of counseling, spiritual direction or other professional or ministerial contact, in the strictest confidence except as mandated by law.
- Refrain from making false accusations against another or revealing the faults and failings of another to those who have no right to know.
- Be responsible stewards of the school resources, human and financial, observing canon and civil law and making decisions regarding the disposition of resources, which reflect Catholic Social teachings.
- Maintain a high level of competence in their particular ministry. Prudently attend to their own physical, spiritual, mental and emotional well-being.
- Avoid accepting or conferring an office, position, assignment or compensation, which may present even the appearance of a conflict of interest.
- Examine their own actions and intentions objectively to ensure that their behavior promotes the welfare of the community and exemplifies the strong moral tradition of the Church.
- Promptly report incidents of ethical misconduct by other volunteer or school personnel to the proper school and/or civil authority.



HSA Elected Officers 2011-2012

President

Adam Bowers

Vice-President

Scanlon Daniels

Secretary

Krista Skiles

Historian

Stephanie Gaines

Treasurer

Sayra Schartz

VOLUNTEER OPPORTUNITIES

WELCOME

Responsibilities: Volunteers will welcome families new to St. Anthony School and will continue to answer questions and serve as a resource after the start of the school year, and throughout the year as needed.

ROOM PARENT

Responsibilities: Act as a link between the teacher and the parents to communicate information. Organize class parties and assist with materials and activities as requested by teachers. Teachers may also ask volunteers to assist with other activities.

PUBLICITY

Responsibilities: Take pictures of the main events throughout the school year. Submit the pictures to the school for posting on the school website, use for slide show presentations, additions to the year book, church bulletin, and local newspaper.

PR PERSON

Responsibilities: Write up events going on at the school to be published on the website, church bulletin, diocesan newspaper, and the local newspaper.

LUNCH

Responsibilities: Work with school aids and lead volunteers whenever one of them are absent on any day Monday through Friday. Schedule volunteers to work Tuesday hot lunch; take a count, collect the money, order the lunches, deliver the lunches, set up serving area, serve the hot lunches, and help with the clean-up.

LIBRARY/MEDIA CENTER

Responsibilities: Work with the librarian, return books to shelves, monitor students in the library and in the computer lab.

TECHNOLOGY

Responsibilities: Work with Donna Brorman to discuss and implement the short-term and long-term goals of technology for the school. Work with Mrs. Brorman to determine wants and needs. Determine the potential for grants to assist in obtaining products. Volunteers may assist in designing and implementing changes to IT services.

BOX TOP/CAMPBELL SOUP LABELS

Responsibilities: Help advertise for this program, collect, count, and process the box tops sent to the school.

OKTOBERFEST

Responsibilities: Work with the current chairmen of Oktoberfest to plan, organize, and coordinate sub committees for the school's largest fundraiser which takes place every October. All parents are needed to do one or more of the following; only mark an x on the sign-up sheet if you are volunteering to do the above mentioned tasks: cook/bake food items, slice bread, pies, and cakes, decorate the coliseum, help in serving and take-out lines, help with the clean-up, take money for decorations at the end of the dinner, etc.

AUCTION DURING OKTOBERFEST

Responsibilities: Work with the HSA Officers to plan, organize, and coordinate sub committees for class baskets and help supervise the auction which takes place every October.

CAN FOOD DRIVE

Responsibilities: Be the liaison between the parish and the school for the Thanksgiving can food drive. Create a place at school for students to drop off can goods and other nonperishable food items, distribute communications to families and take the food items to the parish.

ADVENT PROGRAM

Responsibilities: Work with the current director, help with costumes, props, scenery, help with rehearsals, meet, greet and seat guest.

CATHOLIC SCHOOL WEEK

Responsibilities: This is a week of activities beginning on January 30, 2012 to February 3. Work with the HSA officers in planning the week's activities based on the theme. Decorate the teacher's lounge, and doors. Provide food items for a breakfast, luncheon, healthy snacks, and sweet treats.

BOOK FAIR

Responsibilities: Work with the current chairperson to organize student promotions, develop and place media ads, distribute communications to families, set-up and breakdown bookshelves and books, work with teachers to set times to visit the Book Fair, assist students during class visits, work at the cash register, ensure that all teachers have filled out a wish list and any books donated to classrooms are stamped with the "St. Anthony School" stamp.

HSA NOMINATING COMMITTEE

Responsibilities: Take nominations and communicate with nominees to see if he/she is interested in running for HSA board. Gather photos and bios of all candidates for HSA election ballot.

UNIFORM EXCHANGE

Responsibilities: Sort and hang new donations, and add uniforms from the Lost and Found donation pile. Organize and provide upkeep for uniform area.

GRANT WRITER

Responsibilities: Work with Jenny McDaniel in writing grants for the school; typing and mailing letters to various organizations, keeping in contact through written correspondence, e-mail, and phone calls with potential companies that give grants.

WEBSITE

Responsibilities: Keep the St. Anthony of Padua Catholic School website updated with information and photographs. Receive information from the PR Person and the volunteer(s) of Publicity.

VOLUNTEER SIGN UP SHEET

Please place an x in the blanks to indicate which opportunities you would like to be involved in.

___ Welcome (___ My family is new to the school.)

___ Room Parent

___ Publicity

___ PR Person

___ Lunch

___ Library/Media Center

___ Technology

___ Box Tops

___ Oktoberfest

___ Auction during Oktoberfest

___ Can Food Drive

___ Advent Program

___ Catholic School Week

___ Book Fair

___ HSA Nominating Committee

___ Uniform Exchange

___ Grant Writer

___ Website

Please print your name: _____

VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service to the children of St. Anthony of Padua 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 St. Anthony'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

Please sign and date, and return to the principal's office.