

St. Peter's Catholic School - Parent Volunteer Handbook

We are pleased to welcome you as a member of our St. Peter's Catholic School Volunteer Team. It is our desire to have every family actively volunteering at school. You are our most valuable resource and your help is essential in enhancing the education of our students.

We ask you to take a few moments and read through this handbook. It contains St. Peter's Volunteers Policies and Procedures. This information will help you better understand the volunteer program at St. Peter's. If you have any questions regarding these policies, procedures or your own volunteer service please call the school office.

Thanks again for your time and we wish you a wonderful "volunteer career" at St. Peter's Catholic School.

Volunteer Service Commitment for 2010-2011 School Year – All Families

As communicated to you last school year, this school year we are asking every family to be responsible for volunteering 15-20 hours to the school. We have many opportunities to fulfill your obligation and look forward to your involvement. Please look for the heading **Volunteer Opportunities** below and on the school website, www.stpeterscatholicsschool.com for details on how to sign up to volunteer. Additionally, at the end of this booklet you will find a **Family Volunteer/Service Log – 2010-2011 School Year** to print out and fill out throughout the year as you volunteer your time. This form should be turned in to the school office at the end of each marking period (quarter). Thanks so much for your support!

Volunteer Training (Required)

All volunteers are required to complete the Child Abuse/Neglect Workshop as mandated by the Raleigh Diocese. The workshops are usually held early in the school year at St. Peter's Catholic School. Potential volunteers must attend a workshop before participating in any school activities. Your name will be added to our list of available volunteers once you have completed a workshop. Volunteers must recertify every 5 years.

In addition to the above, volunteer drivers must present a copy of a valid driver's license and proof of insurance to the school office.

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 school for any reason. All visitors and/or volunteers are required to wear a designated sticker, which is picked up at the school office. Visitors and/or volunteers should sign out at the time of departure.

Dependability

The school relies on your support. Volunteers should try to keep all appointments and be prompt. We are aware that unavoidable situations can arise and prevent you from meeting your commitment. If this happens, please call the school office at 752-3529, so the faculty/staff member can make other arrangements, if necessary.

Confidentiality

Volunteers operate in a position of trust. Personal information pertaining to students, faculty and staff 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 are confidential. Volunteers should not discuss these conversations outside the school. Refer and concerns to the school Administration.

Volunteer Dress

St. Peter's School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement (except for the front office), it is expected that volunteers reflect the image of St. Peter's School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops and no workout apparel or tank tops.

Expectations

One of the most important things a volunteer can do is follow a teacher's lead. Please follow the teacher's directions and do not try to change a teacher's procedures or lesson plans. Please refrain from using a teacher's first name in front of students. When you are volunteering or chaperoning, siblings should not accompany you to the activity. Last, but not least, please remember you are the face and voice of St. Peter's Catholic School in the community. We trust you will always be our Goodwill Ambassador.

Volunteer Opportunities

There are many ways to volunteer at St. Peter's Catholic School. For your convenience, a Volunteer Opportunities sign up form is posted on our school website, www.stpeterscatholicsschool.com. You can print, fill out and return the form to the school office to sign up for a variety of activities. Please note there are many other activities throughout the year, especially in the classroom, that require volunteers with little advance notice. Please be on the lookout for these activities.

