

Parent Volunteer Handbook

We are pleased to welcome you as a member of our Saint Peter's Catholic School Volunteer Team. Your help is essential in enhancing the education of our students.

We ask that you take a few moments and read through this handbook. It contains St. Peter's volunteer policies and procedures. Hopefully, 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 feel free to call the school.

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

St. Peter's School Volunteer Requirements:

All volunteers are required to complete the Child Abuse Workshop as mandated by the Raleigh Diocese. The Child Abuse workshops are held early in the school year. Potential volunteers must attend before participating in any school activities. Once you have completed the workshop your name will be added to our list of available volunteers. Volunteers must recertify every five years. In addition, all volunteer drivers must present their drivers license and proof of insurance to the office and a copy must be kept on file.

Guidelines for Volunteers:

Dependability

The school relies on your support. Volunteers should try to keep all appointments and be prompt. Please do not bring siblings with you when volunteering. We are aware that unavoidable situations arise that may preclude you from meeting your commitment. If this happens, please call the office at 752-3529, so the faculty or staff member can make other arrangement, if necessary.

Confidentiality

A volunteer operates 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 any concerns to the Administration.

Volunteer Dress

St. Peter's 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 the teacher's lead. Please follow the teacher's directions and do not try to change the teacher's procedures or lesson plans. Please refrain from using a teacher's first name in front of the students. Siblings should not accompany parents when they are here to volunteer or chaperone. Last, but not least, please remember that you are the face and voice of St. Peter's in the community. We trust that you will always be our Goodwill Ambassadors!

Volunteer Opportunities

There are many opportunities to volunteer at St. Peter's. For your convenience a list is posted on our website along with a Volunteer Opportunities Form you can print, fill out and return to the office. Thanks for all you do for St. Peter's.