

St. Paul School

Educating minds • hearts • spirit with faith

Starting the next 64 Years of Catholic Education



VOLUNTEER HANDBOOK

2016 - 2017

WCEA/WASC ACCREDITED

Welcome

We are thrilled you are joining us as a volunteer as we kick-off our 2016-2017 school year with the theme: "Changing Lives each day with Faith, Love, and Partnership." You are probably familiar with the old proverb "It takes a village to raise a child." We are extremely appreciative of our community resources of talents and commitments.

During the 2015-2016 school year parents, grandparent, special friends and community volunteers donated over 4900 hours of service, a value worth well over \$171,000. Volunteers work in every aspect of school operation, from the classroom, recess and lunch helpers, traffic moderators, construction and maintenance workers, mentors, to organizing and manning special events and extracurricular activities.

Please review this handbook. It gives an overview of the Volunteers program and provides important guidelines you should be aware of prior to volunteering. If you have any questions, feel free to contact office staff.

Thank you for providing your precious time, individual talents, and expertise as a St. Paul School Volunteer. With the continued support of our community, we can provide a high quality education where every student is "first!"

Sincerely,
Natalie Lenz-Acuña, Principal

TABLE OF CONTENTS

Mission Statement / Philosophy.....	4
Volunteer Questions and Answers	4
Before You Can Volunteer	6
Megan’s Law Screening	
Safe Environment Training	
Background Screening (fingerprinting)	
Health Screening (12 or more onsite volunteer hours per month)	
Volunteer Code	8
General Guidelines	8
Conduct	
Sign In/Sign Out and Wear a Nametag	
Health Regulations	
Safety/Behavior Guidelines	
Attendance	
Appearance and Manner	
Confidentiality	
Management of Injured or Ill Children	
Emergency Protocol	
St. Paul School Volunteer Opportunities	11
Anti-Bullying Policy	16
Administrative Disclaimer	18
Severity Clause	18
Volunteer Agreement	19
Addendum	
Volunteer Guidelines for Specific Events	22
Playground Rules	27
“SignUp.com” Procedures	28

MISSION STATEMENT

St. Paul School in the Diocese of Oakland educates children in the Catholic faith and nurtures their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community

PHILOSOPHY

The philosophy of St. Paul School is twofold: first, to impart through instruction and example the truths of the Christian faith as found in the Roman Catholic tradition; second, to provide an academic curriculum and learning environment that enables students to achieve their learning potential and become responsible individuals in our Church and society.

- We support parents and caregivers in their role as primary educators.
- We provide relevant learning experiences to help students become confident and competent individuals who live within their community with integrity and faith.
- We recognize and celebrate the cultural diversity unique to our school, encouraging students to develop attitudes of mutual respect and understanding.

VOLUNTEER QUESTIONS AND ANSWERS

Why should I volunteer?

You become part of the St. Paul community and have an opportunity to improve the school for the children. You teach children the value of giving back to the community through your actions. Volunteers performing functions the school would otherwise have to pay for help keep down tuition and registration fee increases.

If your children are enrolled in St. Paul School or Preschool you are **REQUIRED** to complete a minimum number of Parent Participation Hours (PPH) per year/per family:

- Thirty (30) PPH are required for grades TK-8;
- Fourty (40) PPH for families receiving SPS tuition subsidies;
- Twenty (20) PPH are required for Preschool.

For more details regarding PPH, please consult the SPS Family Student Handbook for TK-8 grade and the Preschool Handbook for Preschool PPH requirements. Parents, extended family, friends, and neighbors can become volunteers and work towards completing your family's PPH obligation.

How do I become a volunteer?

See the *Before You Can Volunteer* section of this document. Once you have completed the requirements, you can view volunteer opportunities for specific duties or events by going on to our website: www.st-paulschool.org and clicking on the SignUp icon.

You may also contact the Office for any last minute assignments.

I do not have teaching experience?

A teaching background is not required since volunteers work under the direction of the professional staff. There are also many volunteer opportunities that do not involve the classroom.

I'd like to volunteer, but I can't offer my services on a regular basis. Can I still volunteer?

Yes! Check SignUp for available opportunities. We always are in need of volunteers for morning and afternoon traffic duties, recess assistance, and lunchtime monitors. We also have opportunities on the weekends which are posted on SignUp.

I would like to volunteer, but I have a preschool child. Can I bring my child with me?

No. Taking preschool children with you to school presents a liability problem for the school. In addition, having a very young child around disrupts the students and prevents volunteers from giving full attention to their work.

How do I report my Volunteer Hours?

If you're working during school hours, be sure to sign-in and sign-out of the **Visitor Sign-in** binder at the front office. The Office checks the binder daily and will give you credit for the time you worked. All events and meetings will have a sign-in/sign-out sheet. You are responsible for signing in AND signing out. The person in charge of an event or meeting will turn the sheets into the Office to log your PPH. No credit will be given if you fail to sign in or sign out. If you accept an assignment that can be completed at home, please remember to let the Office know how much time you spent on that work.

May I choose the teacher with whom I want to work?

Volunteers are placed only in classrooms where teachers have specifically requested assistance.

Suppose I don't feel qualified to perform the assignment I have agreed to undertake?

Please let us know your feelings. Remember, there are many different jobs. Talk to the teacher or Office for possible re-assignment.

What do I do about discipline?

Disciplinary action is the responsibility of the teachers and school staff. **Volunteers do not enforce discipline.** You may request students to work according to the rules in the classroom. You may also "instruct" the students regarding making better choices, thinking about consequences of their actions, etc. instead of disciplining them. Immediately notify the teacher if there is a discipline problem.

My friends and neighbors will ask me about school. What may I say?

We want you to talk about your school and your involvement. But you may have access to "privileged" information, which must be treated as confidential. Privileged information is important school business and must never be discussed outside of the school. Also, remember that criticizing school personnel and school practices are not acceptable, even on social media. In school, you are a professional working with other professionals.

BEFORE YOU CAN VOLUNTEER

BEFORE volunteering, every person must have:

- complete Safe Environment training. For training directions, go to: <http://www.oakdiocese.org/offices/safe-environment>
- back ground checks – Megan’s Law and Live Scan.

NOTE: It may take 3 weeks or more to receive clearance from Live Scan.

Volunteers who work twelve (12) hours or more a month with children must also have a TB risk assessment performed by a physician and have the results on file in the office.

Volunteer – Megan’s Law Screening

Megan’s Law screening must be done by the Office, for any volunteer who falls under the categories listed below:

- All volunteers who work at the school site or in school-sponsored activities;
- All volunteers who participate in any overnight experiences (e.g. Caritas educational camp)

The screening results must be returned to the school by the Department of Justice prior to participation in the overnight field trip.

Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

The Office is required to report the results of Megan’s Law Screening to the Oakland Diocese once a year.

Safe Environment Training

As a community of faith, we believe that the prevention of child sexual abuse begins with each person. Increased awareness and a willingness to take action are steps for every person to take to eradicate abuse in our society, in the community, in the neighborhood, and in the family. **The Diocese of Oakland is affiliated with VIRTUS; an internationally known and well-respected best practices platform for Safe Environment training.**

To complete your training go to <http://www.oakdiocese.org/offices/safe-environment> then go to the bottom of the page and click one of the blue boxes named VIRTUS REGISTRATION in English and/or Spanish. Follow the step-by-step instructions. The course takes about an hour. Once completed, the school will be notified. You will be credited for three years. If you are to volunteer in anyway at the school amongst children, you must take this course. Should you encounter any problems or have questions please contact the school for assistance at (510) 233-3080.

The course is straightforward and should take about 60 minutes to complete. After completing the course, the office will be notified that you have certified. This certification is good for three (3) years. After that time, volunteers are required to complete the course again.

Volunteer Background Screening (fingerprinting)

- The Diocese of Oakland requires that all volunteers over the age of 18 who work with minors **must** be Live Scan **fingerprinted and cleared** through the DOJ **PRIOR** to beginning service (*note that this can take up to three weeks*).

- Live Scan is required one time only for the Diocese of Oakland; sites will be notified by the Safe Environment Coordinator if subsequent arrest issues arise that would affect the volunteer. Clearance dates may be kept electronically for each volunteer.
- The Principal will make arrangements for the chancery representative to come to St. Paul School for FREE fingerprinting two (2) times a year. The first event will be at the beginning of the school year. The other time will be announced via email. The school is unable to accommodate individual parental schedules. Advanced registration with the Office will be required.
- If you do not participate in these fingerprinting events at the school, you will be responsible for getting the fingerprinting done at your own cost:
 - The Diocese has fingerprinting services available at the chancery by appointment. You may contact their Safe Environment Project Coordinator arrange for fingerprinting.
 - In addition, any live scan provider can finger print a volunteer, but the Oakland Diocese form **must** be used. Contact the Office for a copy of the required form.

If you have any concerns regarding this policy, please contact the Office to schedule an appointment with the Principal.

Volunteer Health Screening

- All Volunteers who work at the school site twelve (12) or more hours a month must have a TB risk assessment performed by their physician. The results must be turned into the office.
- If no risk factors are identified, no further testing is required unless circumstances change (e.g. visit country with high TB risk, exposed to TB carrier, etc.)
- If risk factors are identified, then further testing may be required, which may include the PPD/Mantoux skin test, a chest x-ray or a Quantitative Feron Blood Test.
 - They must submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs OR an approved intradermal negative tuberculin test taken within the immediate past six (6) months. This category of volunteers shall submit evidence of freedom from active tuberculosis every two (2) years.
 - If a skin test is positive, a chest x ray is needed, one (1) time only. There after, a symptom screening is recommended each year, documented by a physician

VOLUNTEER CODE

- Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.
- Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.
- Volunteers should have a genuine interest in students, and a professional commitment to their volunteer activity,
- Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.
- Should volunteers come into conflict on school related issues, it is the responsibility of both parties to resolve the dispute through personal diplomacy. If that cannot be accomplished then you may involve the Principle who will resolve the dispute by executive decision.
- Any person who has a conflict with a school volunteer outside of the boundaries of school activities must settle that dispute outside of and without involving or using school resources.

QUALIFICATIONS

You should have: a genuine interest in students, a professional commitment to your volunteer activity, regular attendance, a cooperative attitude, flexibility, good health, and a willingness to attend training sessions, as needed.

GENERAL GUIDELINES

Conduct

- Volunteers may not conduct personal business at school.
- All cell phones must be turned off and put away.
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- Volunteers **DO NOT** discipline students. Instead, provide “instruction” to students regarding behavior such as making good choices, etc. Report discipline problems to the teacher.
- Siblings or other non-students should **not** be brought to school when volunteering. This presents a liability issue and is especially disruptive if you are working in a classroom.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time.
- Comparing and criticizing teachers and students is not acceptable behavior.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteer may not take photographs of students, unless permitted by a school administrator for a school project. Never post any student photographs or student information on social networks.

Sign In/Out and Wear a Nametag

When volunteering at school always:

- report to the school office;
- sign in using the volunteer sign-in book or computer;
- you will be given a Visitors badge;
- wear the Visitors badge while on duty;

- sign out when you complete your assignment and return the Visitors badge.

We require you to wear the Visitors badge so we may safeguard our students and maintain a record of who is on campus, in event of an emergency.

Health Regulations

Please do not come to school if you are ill. This includes a cold, sore throat, or cough. You may think you are leaving the teacher shorthanded, and you may want to volunteer even though you are not well, but doing so is not good for you, the children, or the teacher. Please call the school and leave a message for the teacher when you have an unforeseen absence. Children learn by example, and we ask that you, as a role model, use good health habits when you are at school.

Safety / Behavior Guidelines

- Report any instances of bullying to a staff member
- Be aware of school and playground safety regulations (see Addendum for *Playground Rules*)
- Alert staff if students are engaged in unsafe behavior or disobeying regulations
- Playground and field are only open when there is enough staff to supervise and watch students.
- Supervise climbing activities carefully.
- If you are hurt or involved in an accident while serving in your volunteer capacity, you should immediately report the incident to the office and complete an accident report.

Attendance

Punctuality and reliability are expected since students, staff, and event coordinators are counting on you. *Please inform teacher or event coordinator in advance of planned absences and call the office for unforeseen absences.*

Appearance and Manner

Volunteers are considered non-paid employees but are expected to be well-groomed and dress appropriately. Short skirts, shorts, exposed midriffs, low cut blouses, and inappropriate graphics/language on t-shirts are not allowed. If you are not sure how you should dress, please ask the office. Volunteers should also set a good example to students by maintaining professional conduct and language.

Confidentiality

VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY concerning information they see and hear about students and staff, *including student records, and abilities.* Keep information about students between yourself and the teacher. A misplaced comment can be devastating to a student, the family, and the volunteer program. If you have questions or concerns, talk with the teacher, counselor, or the Principal.

Management of Injured or Ill Children

- If an accident occurs, immediately notify a staff member.
- Never move an injured child. A member of the school staff will initiate proper procedure.
- Volunteers may not administer first aid.
- Volunteers may not administer medication of any kind (over the counter or prescription including inhalers)
- If a child reports that they are ill, bring them to a staff member.

Emergency Protocol

- In an emergency, please follow the directions of a staff member.
- For reference the following are important phone numbers:
 - 9-1-1 for emergencies
 - San Pablo Police Department non-emergency number 510-233-1214
 - Fire Department non-emergency number 925-941-3330
 - Fire Department emergency (in case 9-1-1 doesn't work) 510-223-4422
 - Contra Costa County Office of Emergency 925-228-5000
 - Diocese of Oakland office 510-893-4711

ST. PAUL SCHOOL VOLUNTEER OPPORTUNITIES

The purpose of the Parent Teacher Group (**PTG**) is to provide a voice for, nourish the spirit of, and cultivate and educate the parent community at St. Paul School. Every parent and teacher is a member. The PTG sponsors many events and needs volunteers throughout the school year. Many of these events are scheduled in the evening or on weekends so working parents have many choices. The events will be posted on **SignUp** so parents can sign up in advance of the event. The following is a list of some of the events they sponsor:

September

- Kindergarten & New Family Orientation and Ice Cream Social (evening)
- First Day of School Welcome (morning)
- Town Hall Meetings & BBQ (evening)
- El Sobrante Stroll (Sunday)

October:

- Fall Festival (Saturday)

November:

- Book Fair (during school hours and possibly Sunday)
- Thanksgiving Potluck

December

- Boutique and Santa's Breakfast (Sunday morning)

January

- Open House (Sunday)
- Catholic School Week events (during school hours)

March-April

- Multi-cultural week festivities (during school hours)

May

- Cinco de Mayo Festival (Friday evening and Saturday)
- Teacher Appreciation Lunch (during school hours)

Additional event-based volunteer opportunities that occur at different times during the year are:

- Principal's Honor Lunches (3 per year during lunch time)
- Father/Daughter or Mother/Son dance (Friday or Saturday evening)
- Day-of assistance with Auction for Education event (Saturday)
- Grandparent/Special Friends' Day (during school hours)
- Assist with Seder meal (during school hours)
- Annual Rummage sale (Saturday)

Chairperson/Coordinator Volunteer Opportunities that may require a longer time commitment are listed below. Many can be done in the comfort of your own home (internet access required for some jobs):

Alumni Coordinator: 25 PPH

- works with Principal and Board to cultivate contact with alums.
- is responsible for gathering and maintaining an address and email list so that we may include alums in SPS activities such as the Auction for Education and Annual Giving Campaign, as well as communicate other SPS activities.
- most work will be done via computer or over the phone.

Annual Giving Chairperson: 20 PPH

- will organize the Annual Giving fund drive, schedule “calling” days to contact the community, outside business, etc. to secure contributions, and follow up to make sure donations are sent in.
- will send out “requests for contribution” letters four times per year.

Auction for Education Chairperson: 30 PPH

- promotes and excites auction event to all stakeholders in several ways
- oversees sub committees who are responsible for securing donation for auction from parents, parishioners, community supporters and outside businesses
- operates and reports auction software
- runs all required meetings and gives monthly status regarding status of event to PTG

Gala Event Coordinator - works in conjunction with the Auction for Education

Chairperson: 30 PPH

- responsible for setting the year’s theme, securing a venue, securing catering, etc.
- recruits sub committee chairs and volunteers for all aspects of the event other responsibilities handled by Auction for Education Chairperson
- oversees sub committees who are responsible for securing help from parents, parishioners, community supporters and outside businesses
- runs all required meetings and gives monthly status regarding status of event to PTG

Book Fair Volunteer Coordinator: 15 PPH or more if working the book fair (see job description in Addendum)

- being liaison between Scholastic Books and SPS
- securing volunteers for all book fair activities
- reconciling cash register receipts with cash, checks, and credit cards on a daily basis

Box Tops and eScrip Coordinator: 15 PPH

Coordinates box top collection by the classes, works with teacher advisor of the student counsel and office manager for collection and counting of box tops. He/She will also promote eScrip fundraiser to community through newsletters, emails and as a presence at First Day Coffee and PTG meetings. Most work can be done at home with a computer.

Buddy Family (New Parent Mentoring) coordinator: 10 PPH

Most of this work will be done in the summer.

- at the end of each school year recruit existing families to match with new families for the coming year
- train existing parents – give them mentor description and talking points
- work with the office at the beginning of the year to obtain a list of new families (only families that are brand new to SPS, not those who already have siblings attending)
- match up volunteer families with new families – usually done at meeting scheduled before Back to School Night.
- check in with volunteer parents, periodically, to find out needs and program feedback.

Class Field Trip Chaperone: PPH based on length of field trip (see job description in Addendum)

- must have Shield the Vulnerable Certificate, Lifescan fingerprint and Megan’s Law clearance on file **BEFORE YOU MAY VOLUNTEER**. It may take 3 weeks or more to receive clearance from Live Scan.

- you will supervise a small group of students, helping them learn and making sure they behave appropriately and are kept safe.
- must be readily available, be mindful of safety concerns, and respond to student needs.

Note: The Teacher will select chaperones from parents who volunteer for the trip.

Classroom Volunteer (as requested by teacher): PPH based on time you work (Reading, Basic Math, English, Science, Social Studies)

Among other things the classroom volunteer

- reads to children or listens to them read
- uses flash cards to help students learn words, multiplication tables, and word sounds
- assists younger children with learning the alphabet, colors, numbers and in identifying letters, shapes, rhyming words, etc.

Some opportunities include supervising learning centers, games, and other areas where an extra pair of hands are needed, per the direction of the teacher. They may also prepare bulletin boards or hands-on teaching materials.

Community Service Coordinator: up to 15 PPH

- coordinate donation events and delivery of goods or services with those organization we partner with
- promote their events within the school
- most of this work can be done from home

Environmental Program Coordinator: 15 PPH

- is a liaison between teachers and the Sustainability/Environmental Program
- works with World in Focus service club teacher/advisor to develop and create programs around environmental issues and recycling
- is responsible for working with teachers on Earth Day events
- arranges for speakers on environmental issues students can relate to and working with the Garden Coordinator

Family Fun Nights chairperson: 10 PPH

- organizes fun and educational events that the whole family can participate a few times each year, such as:
 - a movie and popcorn evening,
 - game and math night,
 - and events at various outside venues (e.g. Chuck E. Cheese, Yogurtland, bowling, sporting events, etc.)
- coordinates the date(s) and event(s) with the PTG by fill out the Event/Activity Request form
- responsible for soliciting donation of snacks, if applicable, and overseeing the smooth running of the event.

Recommend basic audio/visual skills to set up the projector and sound, when needed.

First Day of School Coffee Chairperson: 3 PPH

- coordinates this Welcome Back to School event on the morning of the first day of school.
- Solicit volunteers to bring food and drinks, and set up/clean up. Coordinate the Board and PTG to have knowledgeable parents available to answer questions. Have information available regarding volunteer opportunities and signing up on SignUp.

Garden Program Coordinator: 30 PPH

- will work with lead teachers to help maintain the garden and help with developing learning suggestions for students
- may look for education and donation opportunities
- develop the teaching garden area into a magical place
- secure and organize volunteers to take care of the garden

Grant coordinator: Up to 30 PPH

- search out grants, be mindful of timelines and requirements
- write grants with Principal's review/input
- work with the Principal to submit proposals (no submissions without review)

Specialized skills and experience with writing are needed for this position.

Holiday Raffle Chairperson: 10 PPH

- is responsible for soliciting and obtaining donations for yearly raffle.
- is responsible for creating excitement to sell tickets.
- will work with the Office staff to send out tickets and collect raffle money.
- will announce the winners are announced at the Christmas Pageant.

Junior Achievement Volunteer Leader: PPH based on time worked

- presents high quality, experienced-based economic, business and life skills presentations
- provides 5 lessons at elementary level; 5-8 lessons at middle/high level as part of the Expanded Learning Program (after school program)
- negotiates PPH with Principal before you begin volunteering.

Lunch Server Coordinator: 20 PPH (see job description in Addendum)

- responsible for organizing and coordinating with lunch server to ensure there is always someone to distribute lunches to students.
- is the SPS contact person for the lunch caterer

Lunch Server: (see job description in Addendum)

- St. Paul School contracts with an outside vendor to provide lunches for families who wish to purchase them.
- volunteers will distribute lunches to students who have ordered them.
- these positions are for specific days of the week.
- you must commit to working the entire year.

When openings for **Lunch Server** positions occur, they will be announced via the newsletter or room parents. All interested parents may put their names on the list. The position will be filled by lottery.

Room Parent - Lead: 30 PPH

Lead Room Parent is responsible for coordinating with and training other Room Parents. Duties include but are not limited to:

- weekly communication with Room Parents
- work with Principal, PTG, and Board regarding class specific communications
- meet with Room Parents each trimester to review procedures and improve program

Most work is done on line, however phone communication may be necessary.

Room Parent: 25 PPH

- is the liaison for communication between the teacher and the parent community of that class, as well as the vehicle for the administration and PTG to be able to reach the parents of specific grades with important information.
- is support for your teacher. In order for them to focus on lesson plans, a Room Parent will be a big part of organizing class events, parties, etc. If a classroom event comes up, Room Parents will contact their parents with specific requests for supplies, to recruit volunteers, etc. as specified by the Teacher.
- is a role model. Parents will see your involvement & it's up to you to encourage them to also be involved!

SPA/CYO Booster Club Chairperson: 25 PPH

- coordinates Bake Sales one Sunday per month in front of church (with the permission of the Principal and Pastor) and other fundraisers (check with PTG & Principal for conflicts)
- organizes donations/purchases and volunteers for home game fundraisers, if appropriate, in order to raise money for the SPA/CYO Panther sports teams

SPS Sports Commissioner: 25 PPH

Is responsible for finding and overseeing coaches. They also communicate practices and game schedules and game scores to the Athletic Director, parents and principal.

SPS Sports Coach: 30 PPH

Is responsible for setting up practices, participates in practice and games, and communicates with commissioner and with team parents.

SPS Assistant Coaches: 20 PPH

Are responsible for helping the coach with practice and games.

Teacher Appreciation Day Chairperson: 8 PPH

- plans and organizes a teacher/teacher assistant luncheon on Teacher Appreciation Day.
- coordinates with room parents who will solicit/collect funds to purchase a class gift for teachers.
- finds volunteers to monitor classrooms while the teachers and assistants enjoy lunch.
- solicits and schedules volunteers for luncheon setup/cleanup.
- obtains food donations from parents and others (items cannot require cooking, but can be warmed up, if necessary).
- responsible for decorations, setting up food, making favors, etc.

Town Hall Meeting & BBQ Chairperson: 8 PPH

Town Hall meetings and BBQs will be scheduled during the first weeks of school and near the end of the school year. The chairperson duties include:

- soliciting and scheduling volunteers for meeting set up, prepping food, BBQ set up, actual BBQ, serving food, and clean up.
- securing food donations or purchasing required food with the approval of PTG officers.

Volunteer Coordinator: 20 PPH

- works with PTG, committee chairs, Principal & staff to identify and coordinate volunteer opportunities.
- will keep those involved informed about the numbers of volunteer signed up for each event.

- will work with room parents to recruit volunteers.
- will update SignUp to reflect current volunteer opportunities.
- Will create the SignUp Activity calendar for the upcoming year and archive the past school year's Activity calendar – in June after the current school year ends.

The job can be done at home on a computer with internet access and may require phone calls. The Coordinator is required to attend PTG meetings monthly.

Yard Duty – recess/lunch: .5PPH/day (see job description in Addendum)

- Volunteers are needed rain or shine.
- The volunteer's job is to be an extra set of eyes to make sure kids are following the rules so that everyone can have a safe, fun recess and lunch.
- During recess and lunch spread out and be in a place where you can keep an eye on the children. Please be vigilant and keep your focus on the children- no cell phone use (unless it's an emergency), no socializing with the other parents on duty or playing with just your child or your child's friends.

Yard/Rummage Sale chairperson: 15 PPH

Responsible for organizing and coordinating event. Duties include but may not be limited to:

- advertising the event and soliciting people to purchase tables,
- coordinating with office and teachers to obtain the number of SPS tables required,
- soliciting volunteers to set up/tear down tables and canopies,
- publicizing event to the SPS school, parish communities, and beyond.

Traffic Duty: .5 PPH/morning & 5 PPH/afternoon (see job description in Addendum)

- traffic volunteers are needed rain or shine
- make sure traffic moves smoothly and safely through the back lot
- ensure that the children are safely unloaded from cars in the morning and are safely taken to their parent's/guardian's car in the afternoon.
- make sure parents do not park in the yard.

ANTI-BULLYING POLICY

Bullying is prohibited in all Catholic schools of the Diocese of Oakland. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior against the fundamental tenet of "Love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

A. St. Paul School prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. St. Paul School also prohibits cyber-bullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying, and to students who condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying, and that conduct thus interferes with or obstructs the mission or operations of the school, or the safety or welfare of other students, volunteers, or employees.

B. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

C. A person who feels that he or she has been bullied should immediately report the details of the incident or incidences. For purposes of accuracy, please urge the victim to report directly to a St. Paul School staff member immediately. All reports made by students will be investigated to determine if policy was violated, and who is accountable for the violation.

A person who observes an act of bullying or becomes aware of such an act must report it to a school staff member. Anyone with any bullying-related concerns may also contact the principal.

D. Retaliation against a victim, a good faith reporter, or a witness is prohibited.

E. False accusations or reports of bullying are prohibited.

F. A student who violates this policy shall be subject to discipline for that act in accordance with the school's policies and procedures. St. Paul School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include:

1. The age, developmental, and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature and severity of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved;
5. The context in which the bullying occurred.

G. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to a more serious consequence such as suspension or expulsion. Consequences for other individuals engaging in prohibited acts of collusion may include, but not be limited to, exclusion from school property and events. Reports of bullying and disciplinary actions taken as a result of bullying are classified as private and confidential data. This data will not be disclosed except as permitted by law.

Definitions

A. For purposes of this policy, "bullying" means a pattern of deliberate or intentional behavior, involving the use of words or actions that are intended to cause fear, distress, intimidation, seclusion, or harm. Bullying is a repeated behavior or a pattern of behavior, and it may involve an imbalance of physical, social, or psychological power. Bullying can take different forms, including:

1. Verbal (e.g., using threatening or intimidating language, teasing, and name-calling);
2. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
3. Physical (e.g., physical acts and gestures including hitting, kicking or tripping, theft, damaging property, threatening or intimidating behavior); and
4. Cyber-bullying (e.g., misusing the internet, social media sites, mobile phones, or other digital technologies to tease, intimidate, humiliate, defame, threaten, harass, stalk, or terrorize another person).

B. For purposes of this policy, "on school property or at school-related functions" means all St. Paul School buildings, school grounds, school property or property adjacent to school grounds or school-related trips, functions, activities, or events.

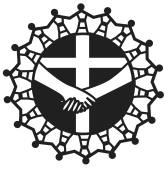
ADMINISTRATIVE DISCLAIMER

St. Paul School, under the discretion of the Principal and/or Pastor, may amend this Volunteer Handbook at any time. All interpretations of the handbook, where they may be question, will be at the discretion of the Principal/Pastor. Parents will be notified of additions and changes within 72 hours of the changes via email or text. However, by signing the Volunteer Handbook Agreement Form, parents are consenting to any and all additions to the Handbook as long as they remain consistent with the philosophy and the mission of the School.

SEVERITY CLAUSE

The rules in this handbook do not attempt to cover every eventuality of the school day. It is necessary, from time to time, to make judgment calls to address a particular situation. These decisions will be made only after careful consideration on the part of the administration and faculty, and in accordance with the Diocese of Oakland School Department. Circumstances may warrant an occasional exception to the written rules; again, this is done only after careful consideration by the parties involved.

The goal of the administration and faculty is to follow the spirit, as well as the behavior modeled by Jesus Christ.



St. Paul School
1825 Church Lane | 510.233.3080
San Pablo, CA 94806 www.st-paulschool.org

VOLUNTEER AGREEMENT

As a volunteer I agree to:

- abide by and support the philosophy, policy, and guidelines of the St. Paul School
- act in the best interests of St. Paul School
- maintain confidentiality
- abide by safety and risk management requirements
- attend on the agreed time and day or contact the Office 510-233-3080, if I am not able to fulfill my volunteer obligation
- participate in orientation, meetings, and training, if applicable.
- be responsible for signing-in and signing-out. If I fail to do so, I understand that I may not be given credit for time worked.
- raise any matters of concern with the Chairperson of the event or Office Manager.

Oldest Student's
Name/Grade _____ Relationship _____

Volunteer's name (please print) _____

Volunteer's signature _____ Date _____

ADDENDUM

VOLUNTEER GUIDELINES for SPECIFIC EVENTS

Book Fair Coordinator

The Book Fair Coordinator is responsible:

- making contact with Scholastic Book Fair consultant.
- making arrangements to attend 3-hour Book Fair training or view webinar prior to the middle of October.
- soliciting and organizing volunteers needed to set up, work during the day, take down and store the books, book cabinets, and accessories/equipment at end of each day. Store all equipment and books in a safe place.
- letting office know how much money the book fair will need - cash “bank” to use during event
- communicating with teachers regarding class visit days/times and protocol
- working the book fair or find an agreed upon, responsible designee
- reconciling cash, checks, credit card purchases with receipts to ensure everything balances before storing cash register for the evening. If there are mistakes, it is too difficult to reconcile them at the end of the week.
- storing receipts, checks, cash, etc. in separate envelope for each day, in the school safe if possible.
- closing book fair at the end of week. Filling out Scholastic forms. Reconciling monies and close account with Scholastic Books. Have the office write Scholastic Books a check for the amount we owe.
- working with the Scholastic Book Consultant to schedule next year’s book fair (traditionally, just before the Thanksgiving break)

Chaperone – Field Trip

Each teacher as part of the instructional program plans educational field trips. All Chaperones **MUST** have all required certificates and clearances on file in the office **prior to volunteering**.

- You will receive a confirmation from the classroom teacher **IF** you have been selected to be a chaperone.
- Insurance and school policy dictate that only students enrolled in the class participating in the field trip may attend; **no siblings may attend a field trip. No exceptions.**
- Volunteer many **NOT** use their cell phones (talking, texting, reading e-mail, etc.) while on a field trip except as needed to communicate with the teacher or St. Paul School directly.
- Complete “Certification and Authorization form (can be found on Power School) and turn into the teacher at least three (3) days before the field trip.
- Arrive to your designated meeting place a few minutes early to receive important instructions or information from the teacher.
- Listen to and be mindful of all teacher instructions.
- Students must stay with you at all times.
- Model appropriate behavior, be prepared to be “on duty”, observant and aware of all safety issues and procedures.
- Remember that you are acting in the capacity of CHAPERONE for a group of children, not as the parent of your child. Therefore all children in your group must be treated equitably.
- You should **NOT** make special purchases for your child or your group. If you buy special items, you must buy them for every child in the class.

- Show interest in the field trip activities, participate actively, and model appropriate behavior.
- Learn the names of your designated group of students. Interact with students other than your own child.
- Account for all participants regularly, especially before changing activities.
- Be sure you know when and where to meet the rest of the group at the end of the visit. Be on time.
- Report any discipline problems to the teacher immediately.
- Compliment appropriate behavior, correct inappropriate behavior, and maintain order.

Driving Students to Events

- If you are driving and transporting students, you must provide the school with a current, unrestricted California driver's license and proof of current insurance with adequate liability coverage (\$100,000 per person and \$300,000 per incident) **at least two (2) weeks prior to the field trip.**
- Out-of-date copies of the driver's license and insurance declaration will not be accepted.
- In order to drive students, the driver must be related to at least one student in the car. In addition to the driver, there must be another adult in the car.
- **Drivers must drive directly to the point of destination and follow the planned route with NO side trips.** Each passenger must wear a seat belt and when appropriate a car seat or booster seat. Due to new laws in California, drivers are asked to use a hands-free device while talking and not to text on their cell phones and obey all laws of the road while driving.

Classroom Volunteer

- Volunteers are assigned only to staff members who request their services.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- Do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Discussions with teachers should not interrupt class time. Please turn cell phones off.
- Volunteers' comments should not be written on student papers.
- Do not laugh at or belittle student answers, or efforts.
- Students make mistakes. Assure them that this is part of learning.
- Build the student's self-confidence. Praise your student honestly and frequently.
- Only contact the teacher or school staff members with any concerns regarding students.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.

Community Service Coordinator

- research to find organizations that SPS might partner with that need donations or services
- coordinate with those organization to promote their event and the delivery of the items collected, if applicable.
- Some previous events SPS has been involved in are:
 - collections of non-perishable food for St. Vincent de Paul Community Services and Richmond Rescue mission. The Food Drive is a 2-week-long (Mon-Fri) event, and usually takes place in November and April.
 - item donation drive for needy families takes place in December.
 - The Coordinator was responsible for contacting the outside organization sponsoring the item give away,
 - decorating the Christmas tree, and placing the tags listing household needs
 - advertising to SPS parent community to encourage donations

- will work with the sponsoring organization to coordinate the transportation of items.

Lunch Server Coordinator

- works for the entire school year
- is responsible for organizing and coordinating with lunch server to ensure there is always someone to distribute lunches to students.
- finds substitute or permanent replacement lunch servers, when necessary. Permanent replacements chosen by lottery if more than one applicant.
- communicates with the catering company if we run low on supplies or if there are questions.
- By the 28th of each month, communicates lunch server's method of compensation for the following month. Lunch servers received either 1 PPH **OR** \$10 lunch credit for their child each day they work.

Lunch Server

- Lunch servers should arrive at school and sign in by 11:50 am. You are also required to fill out the Volunteer sheet with the requested information each day you work. You may choose to receive 1 PPH or lunch credit (currently \$10/per day) for your child.
- Servers are responsible letting the Coordinator know, in advance of your day, when you will be unable to work so she can find a replacement. If you know of a suitable replacement, you may make a recommendation.
- You will be required to check off student's names on the daily lunch sheet as you serve them. Your shift ends when you have distributed all the lunches and have cleaned up the food distribution area. Bring any undistributed lunches and drinks to the office along with the lunch sheet.
- If you choose to receive PPH hours in compensation, please sign in to the Volunteer Sheet under my name Natalie Lenz-Acuna with my email address nlenz-acuna@cndo.org. The account will be credited in the school name. If you choose lunch credit, sign in with your name and your email address.

By the 25th of each month you need to contact the Coordinator by phone or email to advise her whether you want PPH or lunch credit for the next month. You may only change on a monthly basis.

Lunch and Recess Volunteer

10:05-10:35 AM RECESS and 12:05-12:45 LUNCH

Arrive 10 minutes early to sign in at the office and pick up a visitor badge.

No siblings or cell phone use please. If it is raining, report to front desk for duties.

Your job is to be an extra set of eyes to make sure kids are following the rules so that everyone can have a safe, fun recess and lunch.

Volunteer duties are as follows:

During recess and lunch spread out and be in a place where you can keep an eye on the children.

Please be vigilant and keep your focus on the children- no cell phone use (unless it's an emergency), no socializing with the other parents on duty or playing with just your child or your child's friends.

Be prepared to help in the following ways:

- Keep an eye out for unsafe play on the play structure (pushing, going up the slide, climbing on the outside of the slide/bridge, etc.).
- Keep an eye for unsafe play on the blacktop/grass ("Tag" can get rough quickly-remind the children that 'tag' is a touch only, no pulling clothes or arms; no swinging on gates; no climbing fences or trees, etc.)

- Keep an eye out for any conflicts and help solve problems if needed
- Keep an eye out for wanderers and remind the children of the playground boundaries (No playing over by the lunch tables; no playing in the halls by the restrooms).
- Keep an eye out for loners. Approach them with care and question why they are sitting alone. If they are sad, talk to them or walk them toward a group of others socializing or playing together.
- If a child has to go to the bathroom, please send them inside with a friend – always in pairs
- If a child is injured, notify a staff member immediately. They will determine whether to send the child to the office.
- Football and soccer can only be played on the field (not blacktop) . Students can only use the field or play structure if there is adult supervision.
- There will always be a teacher(s) on duty: feel free to defer to them for discipline. If you feel there is a serious problem, please report the behavior to the office.
- **SNACK and LUNCH:** Please be available to help younger students open containers as needed. Remind the children that they are expected to stay seated and eat during the entire snack/lunch period unless throwing away trash or using the restroom. Remind children to clean up their trash and place items in the *proper containers*
 - Blue – recycling – plastic bottles, cans, clean paper, cardboard
 - Green – compostable items: food, compostable paper containers, paper towels, etc.
 - Trash containers – anything that cannot be recycled or composted
- When the final bell rings, children are to help clean up the toys and return them and their lunch box to the proper class container.
- Assist teacher with lining up students, after final bell, and proceed back to classrooms, if needed

Room Parent – Lead

Each year the Room Parent Lead coordinates with the teachers to select and organize the Room Parents for all of the grades. Ideally, each grade should have two room parents. Since the Room Parents work closely with the teacher, the teacher is the one to decide whether or not the candidate is a good match.

The Room Parent Lead is responsible for:

- communicating announcements initiated by the Principal, PTG Leadership or Board Executive Committee to the Room Parents
- working with the office to get a new roster at the beginning of the school year (also giving Room Parents new student/parent information during the school year)
- training new Room Parents
- resolving issues pertaining to Room Parents
- holding trimester meetings to check in with Room Parents
- holding an end of year meeting with Room Parents to wrap up the year – reset passwords, remove messages from email account, etc.

Room Parent

If you are interested in becoming a Room Parent, please contact the Lead Room Parent to be included on a list. The teacher and Principal will review the list to select the parent(s) who is the best fit for the job.

As a Room Parent you are entrusted with contact information for all the parents of your class. This is private information and should be treated as such; therefore it should only be used for school purposes and should not be shared. Any information you learn about students, families, staff or Teachers should be considered “privileged” information and thus be kept confidential. Please read the Room Parent Handbook for a detailed description of responsibilities and expectations.

Room Parents:

- are the liaison for communication between the teacher and the parent community of that class, as well as the vehicle for the administration and PTG to be able to reach the same parents with important information.
- are entrusted with contact information for all the parents of your class. This is private information and should be treated as such; therefore it should only be used for school purposes and cannot be shared
- are responsible for sending out weekly “blasts”. A “blast” is when you send a mass email to all the parents in the class. If a parent doesn’t have an email, you must contact them via phone (this is a rare exception). It is usually sent on Saturday or Sunday so parents have information for the following week.
- will mainly communicate with parents via email.
 - check in with your teacher on a weekly basis to see what, if anything needs to be brought to the attention of the parents (e.g. project due dates, important assignments, ongoing class projects/work, etc.)
 - review the weekly newsletter to see if there is important information that needs to be included in weekly “blasts” (e.g. free dress days, minimum days, holiday reminders, etc.)
 - read Lead Room Parent email for additional information to be added to your weekly “blasts”.
- will work with other parents to secure donations and volunteers required for events such as Teacher Appreciations day, classroom celebrations, etc. This will support the teacher and let them focus on lesson plans and teaching our students
- are required to attend PTG meetings – 2nd Tuesday of each month. If there are two room parents, only one if required to attend the meeting.

Traffic/Carpool Volunteer

ALL Carpool/Traffic Volunteers – work rain or shine. No siblings or cell phone use please.

If the safety cones are not already in place when you arrive and you don’t know where to place them, please go to the office for instruction. Eight grade students will put the cones away in both the morning and afternoon. Ask the front office for directions when it is raining

Morning Carpool/Traffic Duties from 7:35 to 8:00 am

School Gates will be unlocked at 7:40 am. If the gates are not open by 7:40 am, please notify the office so someone can unlock them.

- maintain the flow of traffic and to help students get safely out of their cars, if necessary
- guide younger children safely into the coned off area
- signal drivers, as they come into the back lot, to pull all the way up to the middle school buildings to drop off their children.
- open the car door and help the younger students out of the car and bring them into the safe zone on the other side of the cones.
- escort children, especially the kindergarteners, to their class area if they appear confused or frightened

The last car to enter the yard will be at 8:00 am and the entrance gate will be locked.

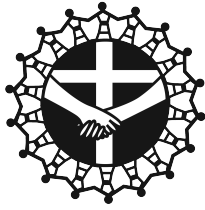
The exit gate will be locked at 8:05 am.

Afternoon Carpool/Traffic Duties from 10 minutes before dismissal until 15 minutes after dismissal.

- School Gates will be unlocked 10 minutes before dismissal unless there are children engaged in activity on the field or in the yard.
- If gates are still locked 10 minutes before dismissal, notify the office.

- Cars will enter and form two (2) rows of cars
 - a row of cars for pick up next to the traffic cones nearest the school building
 - then a travel lane (so cars may get out of line and exit the yard,
 - last, another traffic lane next to the middle school buildings.
- Your job is to direct traffic into proper lanes in order to keep the traffic flowing. While staying in line, ask parents to pull up as close to the end of the main building as possible before parking. Have them park directly behind the car in front of them. No one should park in the travel lanes. Parents should NOT get out of their cars.
- Once children are in the car, direct parents to carefully pull out into the traffic lane, and proceed to the exit gate.

Cars should be off the yard no later than 15 minutes after dismissal. Entrance & exit gates will be locked.



St. Paul School PLAYGROUND RULES

APPROVED May 2016

St. Paul School Super Rule:

- Be respectful, safe and responsible in words and actions.

Key Playground Rules: For everyone all the time!

- No pushing, shoving, grabbing, pulling, hitting, fighting or swearing.
- BULLYING WILL NOT BE TOLERATED.
- Be a good sport.
- Follow the rules of the game.
- No excluding – Everyone plays.
- No running in hallways or breezeways.
- Return all equipment to the ball cart.

Play Structure Rules:

- No running up or down the slides.
- Slide must be clear of sand and students before going down.
- No jumping off play structure.
- No climbing/sitting on top of monkey bars.
- No sitting on top of the climbing net structure on lower playground.

Field Rules:

- Field will only be used by students if there is enough supervision from adults
- No football or soccer without adult permission and close adult supervision
- Students must stay on the field, which are the landscaped, grassy areas.

Consequences:

1. Warning
2. Loss of privilege
3. Conference with parent and principal

Serious problems such as possession of weapons or drugs, fighting or profanity or harassment are reported to principal immediately.

SignUp Procedure

St. Paul School is using SignUp.com (formerly VolunteerSpot) to organize our volunteer opportunities. If we do not see enough people signed up for an event, it may be cancelled. So please sign up if you intend to volunteer.

Here's how it works in 4 easy steps:

1. **Go to** our website and click on the SignUp.com icon:



2. **Enter your email address** twice (You do *NOT* need to register an account on SignUp, but they ask for your email address so you will receive reminders).
Click the NEXT>> button.
3. **Select the month you're interested in.** You'll see a list of volunteer opportunities for that month. The days **highlighted in gold that say "Sign Up"** are the days that are available to volunteer for an activity.
4. **Click Confirm** when you are finished with choosing your dates.

SignUp.com will send you automated confirmation and reminder messages.

Note: SignUp.com **does NOT share your email address with anyone or send spam emails.*