

Welcome to Notre Dame Catholic School

Mission Statement

Notre Dame Catholic School recognizes that each student is a unique child of God, our Father. We proclaim the Gospel message of Jesus, pray together and build community as we encourage students to open their hearts to the Holy Spirit, their minds to learning and their talents to service.

We strive to provide a strong, spiritual, academic, and physical foundation in a safe and comfortable learning environment where mutual respect increases a student's potential for the responsible decision making, and allows students to move confidently, with Christ beside them, into an ever-changing world.

As a parent of a student at Notre Dame Catholic School, you have been entrusted with the responsibility to assist in the education of your child. In this responsibility, the staff and other families of Notre Dame Catholic School will cooperate together to provide the best possible venue for growing and learning.

ALL parents are encouraged to volunteer for various activities and events throughout the school year at Notre Dame. Notre Dame Families are required to perform 20 hours of volunteer service to the school through out each school year. Those who fail to meet this requirement will be charged a \$25 fee for each hour missing, as stated on the Parent Agreement Form signed by each family upon registration. Opportunities for services are varied and numerous. These opportunities are offered by the Home and School Board Association.

The Role of the Volunteer

Volunteers in the Catholic Schools of the Diocese of St. Petersburg add a great dimension and enrichment to the life of the school. Volunteers are valued members of the school community. Under the direction and supervision of the Administrator and school staff, volunteers assist in the provision of educational and other services to students, faculty and staff.

Requirements

Volunteers are required by the Diocese to attend and complete a Safe Environment class. Dates for this seminar will be available throughout the school year. These dates will be posted on the Notre Dame website and also at Notre Dame Catholic School office. In order to be put in a supervisory position with students you must have a level 2 background screening. There is a fee for these processes which you will be required to pay. You may obtain this information from the Notre Dame Catholic School website along with the Safe Environment dates .

Any person who wishes to volunteer their time and /or services to Notre Dame Catholic School will not be permitted to do so, unless the above requirements have been fulfilled. These requirements are for the safety of all of our children.

Confidentiality

In the course of volunteer work, information, confidential or otherwise about students or teachers may be learned. This and any other information must be kept private and shared only with the supervising teacher if necessary, avoiding unnecessary gossip. **This information must remain confidential in any setting inside or outside the school/center, just as one would wish his/her own privacy rights to be respected.** At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor (teacher or administrator). If information is appropriate in the judgment of the administrator, other persons on a "need to know" basis may be advised of it by the administrator. This includes, but is not limited to, parents/guardians, and pastor.

Volunteers are here to assist the classroom teacher. They are not on staff and do not have the authority to discipline or touch students. Never should the conduct or any information about a student be discussed with other volunteers or any parents.

Supervision of Volunteers

The Administrator supervises all who serve in any capacity at Notre Dame Catholic School and in any official school activities. The administrator reserves the right to delegate the supervisory role to a designated member of the school staff for a specific activity. Volunteers are expected to adhere to the policies and practices stated in the Notre Dame Catholic School Parent/Student Handbook.

Signing In and Out

Everyone is to sign in at the front office before any and every visit to the school. This includes visitors and volunteers. Upon signing in, you will be issued a name tag. This tag is to be worn at all time while you are present on the Notre Dame Catholic School campus. Before leaving please sign out in the same area. This procedure is the only way to accurately log your volunteer service hours. Signing in and out will allow us to keep track of persons on campus.

Please do not sign in as a volunteer if you are here to visit a teacher, see the principal or visit a classroom. You must have your driver's license to come in as a visitor.

Proper Dress Attire

Please refer to the Notre Dame Catholic School Parent/Student handbook for acceptable dress attire. **We ask that *parents and students* use good judgment.**

Event Participation

It is extremely important to allow yourself the appropriate amount of time when you choose to volunteer for an event. Volunteers need to stay for the entire allocated time even if the time surpasses their child's participation in an event. For example: If you sign up to volunteer for lunch or playground duty, allow enough time to sign in at the front office and expect to remain at lunch or on the playground from 11:00 A.M. to 1:00 P.M.

Behavior Management

It is the goal of Notre Dame Catholic School to instruct students in formation of a Catholic conscience so that they will choose behaviors which foster responsibility. In order to accomplish this, volunteers are requested to manage students in positive and constructive ways while they uphold the school's code of conduct. In addition to supporting the code of conduct, volunteers are requested to support the decisions of administrators and teachers. A volunteer may not employ corporal punishment as a means of controlling a student who has misbehaved.

Health and Emergency Procedures

All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury. Simple scrapes and cuts will be handled in the school clinic or office. If a child falls or hits his/her head, the situation should be taken seriously. Observe child, check vital signs. If the child seems alright, an adult should accompany him/her to the school clinic or office for observation. **DO NOT** send the child with another student. If there is only one adult present, please call the office for assistance.

Serious injury, such as a broken limb, severe bleeding or allergic reaction should be dealt with immediately and with caution. **DO NOT MOVE THE CHILD. DO NOT LEAVE THE CHILD.** Contact the office for help. Remove other students from the area. Try to keep the injured child as still and comfortable as possible until help arrive.

NEVER dispense any medication, including aspirin to any child.

Child Abuse

Chapter 415.504, Florida Statutes protects children from abuse and/or neglect. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Neglect is failure to provide adequate food, clothing, shelter, and health care or needed supervision.

Under Florida Law, anyone who suspects child abuse is obligated to report that abuse. It is the volunteer's responsibility to inform the school/center administrator of any suspicions of abuse. The administrator will assist the volunteer in making the report. The child abuse hotline number is 1-800-962-2873.

Additional Opportunities

Many of our parents worry about not maintaining their 20 hours of volunteer services due to work or other obligations. Notre Dame Catholic School has many programs and events that need

volunteers that do not require you to be present on campus. Some examples are Campbell's Soup Labels, Box Tops for Education, paperwork at home, or speaking at their parish regarding our school's \$50,000.00 Fundraiser. Contact our Home and School Board to request a list of contacts for these off campus services.

The following is a list of activities and services that require volunteers and are available options on campus

Lunch/Playground Duty *Extremely Necessary*****

Monday – Friday 11:00AM – 1:00PM

Coordinator: Anna Webster

- September 11 – Grandparents Celebration following 9AM Mass
- September 14 – Pizza Dinner 5:30PM, Open House 6:30PM, 1st Home/School Mtg. 7PM
- October 11 – Rummage Sale 8AM – 1:30PM in front of gym
- October 19 – 23 Book Fair
- October 22-25 – St Joan of Arc Ethnic Festival
- October 22-25 – red ribbon/Drug Awareness Week
- November 1 - \$50,000 Fundraiser Kick-Off
- November 20 – Fall Festival
- November 20 – Walk-A-Thon
- December 14-18 – Santa's Workshop

Teacher Appreciation Week - Held in May

The Notre Dame Catholic School Home and School Board hopes that this Volunteer Handbook can assist you with any questions pertaining to volunteering at Notre Dame. If you have additional questions, concerns or ideas, please feel free to contact any Home and School Board member and we will assist you in the best possible way that we can!

Home and School Board Members:

President: Jennifer Haynes

Vice President: Michael Guarino

Treasurer: Grace Pyle

Corresponding Secretary: David Patterson

Recording Secretary: Claudine Halek

Chairperson to the Board: Katie Rispoli