

St. Luke School Volunteer Handbook

Welcome

On behalf of St. Luke School, I welcome and thank you in your offer to serve as a volunteer. As our mission statement says, St. Luke School is “a nurturing community of students, faculty and staff, parents, alumni and friends.” Our community is strengthened by all who exercise their stewardship on behalf of our parish school ministry through volunteer service.

Philosophy and Goals

The mission of St. Luke School is to assist Catholic families and the community of St. Luke in the formation of their children as Roman Catholic Christians. We do this in a nurturing community of students, faculty, and staff, parents, alumni and friends. We joyfully witness to the Gospel message with its special concern for the sacredness of each person. We see in our children the many faces of God, and welcome people of diverse cultural, religious and ethnic backgrounds. We seek to prepare our students for the intellectual and moral challenges of the 21st century through an academically challenging educational program that respects the learning differences of each student, fosters Christian leadership, and promotes service to the needs of others. We hear the prophet, Micah’s call, “to act justly, to love tenderly, and walk humbly with God,” (Mi 6:8) for the transformation of ourselves and the world.

We respect and value parents as the primary educators of their children. Therefore, we encourage all parents to participate in their child’s educational development. This can be accomplished by volunteering within your child’s school. Family involvement strengthens family bonds and is a visual model for our children of service to others. Active participation creates a strong sense of ownership, engenders loyalty, and fosters pride in the school.

Application Policies

An individual may apply for a volunteer activity through the Parent’s Club sign up sheets, classroom teachers, or making your talents known to the leadership of Parent’s Club and the office staff. Depending upon the volunteer activity (the duration of time), The Washington State Patrol Identification and Criminal History form and the Volunteer Disclosure Statement, may be required.

Volunteer Activities/Programs

There are many activities in which volunteers may be involved. Here is a partial list of what you could volunteer for:

- Library
- Playground Duty
- Hot Lunch Parents
- Room Parents
- Office Help
- Field Trip
- Classroom helpers
- Parents Club L.C.
- Graduation
- Coaching/Helping Sports
- Team Parents
- Auction Committees
- Math Club
- Scrip
- Parish Activities
- Crisis Kit Help
- Science Club
- Drama and Musical Activities
- Jr. High Dance Volunteers
- All Fundraisers
- Boy Scouts and Girl Scouts
- Choir and Band
- Thursday Packet
- Health Screening and Records
- Banking
- Hospitality
- School Commission
- Telephoning

Volunteer Rights

The St. Luke School Community highly values our parents and other volunteers. As a volunteer you have the right to expect the same respect accorded to our professional faculty and staff. We encourage you to worship with us at school liturgies. You are entitled to the information and opportunity to develop skills necessary to perform your volunteer activities. You have the right to ask questions to enable you to function as a successful volunteer.

Volunteer Duties

To insure that the maximum benefit is achieved from the generous service of our volunteers the following guidelines should be followed.

- The volunteer should arrive on time and perform the assigned task.
- The volunteer should support and enforce school rules
- The volunteer should treat all students (and others of the school community) in the same manner as Jesus would treat them if He were the volunteer.
- The volunteer should ask for instructions or assistance if needed.

Discipline Code

The discipline code for students can be found in the parent handbook that has been assigned to every school family. Volunteers who do not have a child enrolled will be given a parent handbook upon request.

Field Trips

Volunteers driving on Field trips should keep with the itinerary that has been set up by the teacher. No unscheduled stopping for snacks or memorabilia. The teacher should spell out appropriate behavior. Unacceptable, disruptive or unruly behavior needs to be reported to the teacher and handled by them.

Health and Safety

The main focus of any teacher or volunteer is the health and safety of every child in their care. For this we have general procedures that should be followed.

Medical Emergency/ Student Illness-

- 1) Notify the office as soon as possible, by sending a reliable child, other volunteer, or by phone.
- 2) Assess the injury or illness immediately.
- 3) The office will call 911 if necessary.
- 4) Render emergency care. Do Not leave the child unattended.
- 5) Provide basic first aid. If you don't know first aid call for someone who does; don't leave the injured unattended
- 6) The office or teacher will notify parent/guardian
- 7) Emergency Medical personal shall make transport decisions
- 8) The person who witnessed the incident should be filled out the injury report form.
- 9) Medicine should only be administered with written consent that is filed in the office
- 10) Sickness- when a volunteer decides the student is sick the following actions should take place-
- 11) Homeroom teacher should be notified
- 12) If necessary child should be sent to the office to be sent home
- 13) Office Staff will determine the next steps to be followed
- 14) Parents and Volunteers should not take a child home without approval from the office and parent/guardian.

Emergency Procedures

If an all school emergency should occur (i.e. fire or earthquake) children should follow practiced exit procedures. Volunteers need to understand that they are bound to follow the classroom procedures.

If a community emergency should occur the following steps should be followed:

- 1) An intercom announcement will be made by Mr. Allen/ Mrs. Delong to start lock down. That is the key phrase for the following procedures.
- 2) Lock Doors and close the shades
- 3) Have students get down on the floor facing away from the windows
- 4) Volunteer should call the office to report any students that are not in the classroom at the time of emergency
- 5) The office decides how to deal with these students as they are located. It is the duty of the Principal and Vice Principal to locate all missing Students.

Loyalty to Church and School

When you volunteer at St. Luke School you represent both the school and the parish, of which the school is a ministry. We ask that you support directions given by the staff and school administration. If you disagree with a school policy or procedure you are asked to talk to the Principal about these concerns. Since you serve in a Catholic School, we ask that you support the teachings of the Catholic Church and live in a manner consistent with them.

Confidentiality

In performing service you may learn confidential information about students (including their families) or about teachers or other personnel. We expect that you keep this information confidential within or outside the school.

In certain rare cases student confidences cannot be kept. For example if a student indicates a desire to harm himself/herself or others, this should be reported to a teacher or an administrator immediately. The guideline is: *Any information, which, if shared with teachers or administrators, may save someone from harm, must be shared.*

Child Abuse Laws

For suspected child abuse the volunteer must...

- 1) Notify the Principal or Vice Principal regarding the situation
- 2) If you talk to the child make no leading statements
- 3) A report must be made to Children's Protective Services (CPS) or to the police department within 24 hours. *This is Washington State law.* The intake number is (206) 721- 4116. Normally the Principal/Vice Principal will make the call, although teachers or volunteers may initiate the contact with CPS

Supervision of Volunteers

The Principal is responsible for the total school operation; thus, the principal supervises all serving in any capacity in the school.

School's Right to Amend

St. Luke School reserves the right to amend this handbook. Volunteers will be notified of any changes.