



**St. Barnabas School**  
**Volunteer Handbook**  
**2009-2010**

## St. Barnabas School Volunteer Handbook 2009-2010

**Welcome-appreciation** St. Barnabas School welcomes our indispensable volunteers. You graciously make it possible to offer our staff and students your time, your gifts, and your interest. We have over 100 volunteers working in the school and athletic program.

Research has shown that greater parental involvement in a school results in higher achievement for students.

Thank you for being willing to serve.

**Mission Statement of School** The mission of St. Barnabas School drives from the Catholic mission of St. Barnabas Parish: to share the Good News of God's saving grace.

As an educational institution, St. Barnabas is committed to providing a quality education for its students by:

- Calling students to high personal achievement
- Challenging students to recognize and accept responsibility for their actions
- Developing a curriculum that meets each child's needs
- Nurturing each child's development spiritually, intellectually, physically, and socially
- Promoting effective communication and parent involvement

### **Archdiocesan directives regarding volunteers**

*From the Handbook for Elementary and secondary School Administrators, August 2000*

A volunteer assists teachers and staff personnel in a school in the Archdiocese of Chicago.

The volunteer is directly accountable to the principal. If a coordinator for volunteers exists in the school, this person may be considered the immediate supervisor.

The volunteer agrees to abide by established policies and procedures of the Archdiocese of Chicago.

Volunteers are not salaried and therefore, may not receive benefits, i.e., reduction in tuition, reduction in fees, etc. Reception of any of these benefits changes the volunteer status to that of an employee. Tax laws apply with this change in status.

**Requirements for  
volunteers**

- On-line Archdiocesan background check (before starting any volunteer position)
- Archdiocesan Code of Conduct (read, sign, and return back sheet)
- Virtus Training
- DCFS background check release (read, sign and return to school)
- Complete form 7703 (New for 2009-2010)**

**Volunteer  
opportunities**

There are many opportunities for volunteering at St. Barnabas School. Among them, but not limited to them, are:

Field trip chaperone  
After school enrichment  
Lunchroom supervision (daily)  
Lunchroom—special events  
Fun Food  
Library: circulation, instruction, clerical work  
Newspaper  
Enrichment/challenge classes  
Classroom assistance  
Art in the classroom  
Computer volunteers  
Classroom liaison  
Newsletter  
School play  
Manna  
Spirit Day  
(Coaching is handled through the parish Athletic Board)

**Position  
responsibilities-  
coming and going in  
the school building**

- Get nametag and sign in
- Review any materials and procedures for specific position
- Remain at location of volunteer position; if you wish to talk to a teacher about your child, please set up an appointment.
- During the school day, teachers are to be involved with students and their work rather than having a conference in the hall

## **Supervision**

No child may be left alone or sent unattended around building.

Students are to wait in the hallway before entering a classroom. An adult must be present with them when they enter a room, e.g., enrichment classes.

Ideally when there is no teacher present, there should be one adult for every 10 children with a minimum of two adults for any activity that is not inside the main school building during the school day.

For after school activities, please remain with students until the last student is picked up or leaves the property.

## **Discipline**

Review general expectations in student handbook.

**Students are expected to respect and cooperate with all St. Barnabas staff and volunteers.** When this does not occur, the educational process or activity is interrupted. Disciplinary procedures may follow. In carrying these out, it helps to focus on the observed behavior rather than the person.

Finally, it helps to deal with behaviors while they are minor and/or individual rather than waiting until a larger group is involved.

### **Acceptable actions (escalating order):**

- Verbal correction of behavior
- Reminding younger students what you expect then counting to three before moving to the next step
- Asking older students what they are doing, what the appropriate behavior should be, and how they will change their behavior
- Escort back to classroom and report to teacher
- Consult principal/assistant principal for assistance
- Enrichment or other after-hours activities, contact parent—may ask student to withdraw from activity for serious reasons—safety of other students, lack of cooperation, etc.

### **Unacceptable actions:**

- Sending a student to an unsupervised area, e.g., hallway
- Ridicule, embarrassment, name-calling, etc.
- Corporal punishment—grabbing, hitting, enforcing physical consequences for behavior, e.g., kneeling, running laps, etc.
- Employing religious practices as punishment
- Repetitive writing activities

<b>Confidentiality</b>	<p>Volunteers are here to assist staff. There is an expectation of confidentiality, no discussion of individual or group achievement, behavior, classrooms, etc. Students and teachers have a right to privacy.</p> <p>If a volunteer is in a classroom, materials on/in the teacher's desk and work area are considered confidential.</p>
<b>Reporting problems</b>	<p>If there is a concern with a student, the volunteer may report it to the classroom teacher. If there is a concern with a classroom situation or an individual teacher, please bring it to the attention of the principal.</p>
<b>Communication with staff</b>	<p>Please let a teacher know if a student is posing behavioral problems. A teacher cannot share with you information about an individual student's abilities, disciplinary actions, achievement, etc.</p>
<b>Communicating with parents</b>	<p>This is generally the teacher's or administration's responsibility with regard to grades, behavior, etc. The exception would be in supervising after-school activities and a volunteer needs a parent to pick up a child or withdraw a child from an activity (after consultation with administration).</p>
<b>Reporting to DCFS</b>	<p>We are mandated reporters for suspected child abuse or neglect. If something comes up as you are working with a child who may report abuse to you or whom you feel is subject to neglect or abuse, please contact the office for further direction.</p>
<b>Canceling classes / getting sub</b>	<p>Please call school if a group that meets during the day or lunch needs to be cancelled.</p> <p>Please call families of students if an after school group needs to be cancelled.</p> <p>Whenever possible, please try to get a substitute (must meet archdiocesan requirements), then notify the school office</p> <p>Library subs—Call Merita Stahl in the school office          Enrichment subs—Call Beth Devane</p>

**Emergencies****Calling office for help**

Ext. 214—Bernie  
Ext. 215—Lisa  
Ext. 216—Mrs. Barnes  
Ext. 316—Mrs. Conway  
Ext. 216---Mrs. Barnes

**Health**

Call office-Ext. 214

**Fire**

Dial 911  
Pull nearest fire alarm  
Lead students out to designated area (check diagram in room)

**Tornado**

Follow diagram in room

**Bodily fluids**

Use gloves to assist student  
Call office for assistance and for maintenance to do cleanup

**Special rules for special places**

Volunteers often like to provide a treat for students. This is discouraged during class time for several reasons. First, it reduces the amount of time available for instruction. Second, not every volunteer can afford to do this. Third, there are places food generally should not be served to students.

No food, drink, candy, snacks in computer lab, library  
No chewing gum any place (including gym)

**Young children**

Young children may be brought to certain volunteer functions such as Thursday packet assembly. They must stay with an adult at all times. Please do not send them out by themselves for water, bathroom, etc.

