



Maternity of Mary
Saint Andrew

CATHOLIC SCHOOL

VOLUNTEER HANDBOOK



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CATHOLIC SCHOOL

Dear Volunteers,

Parents, family members, parishioners, and community members who volunteer at MMSA are a vital part of our school. It takes the talents and support of many people to deliver a quality, faith-based education to our students. We appreciate the commitment all of our volunteers make to be a part of this educational community.

Our faculty and staff look forward to working with you to promote the value of Christian service as you join in the teaching ministry of the school. Please feel free to ask for help, direction, or advice as you participate in the numerous opportunities listed on the volunteer opportunities sheet or included from time to time in communications from the school.

God bless you for your time and talent,

Maggie Quast
Principal

MATERNITY OF MARY-ST. ANDREW MISSION STATEMENT

*In answer to the call of Jesus Christ, Maternity of Mary - Saint Andrew Catholic School is dedicated to providing a Catholic education that develops the **unique gifts of each student**, in an environment that promotes **academic excellence, spiritual growth, and social responsibility**.*

Philosophy of Education

Maternity of Mary - Saint Andrew Catholic School graduates inquisitive, compassionate, prayerful students who enter high school with a strong academic, moral, and spiritual foundation. They demonstrate a love of learning, an enthusiasm for their Catholic faith, an awareness of their God-given identity, and a strong commitment to community service.

School Hours

Grades Kindergarten through 8 are in class from 7:45a.m. – 3:00 p.m. The school doors are opened for children at 7:40 am. A before and after school program is available for students who require supervision beginning at 6:45 a.m. or after school until 6:00 pm.

School Office Hours

The school office is open on school days from 7:30 a.m. – 4:00 p.m.

School Calendar

A copy of the school calendar can be found on our website.
www.mmsaschool.org

Inclement Weather

If it should be necessary to close school because of weather conditions, an announcement will be placed on the school web site, www.mmsaschool.org and will be broadcast on local television stations, channel 4, 5, 9 and 11. Watch for announcements about St. Paul Public Schools.

Parking

MMSA Volunteers may park on the east side of the church. Please do not park near the playground.

Storage of Personal Items

If you are working in a classroom, you may ask the supervising teacher or staff member where you can keep your coat, purse, keys, etc. If you are doing a task

elsewhere in our building, you are welcome to leave your belongings in the office.

Mass

With a few exceptions, Mass is celebrated every Wednesday morning at 8:00 a.m. Volunteers are always welcome to join us.

Volunteering at MMSA

Volunteer Activities/Programs

There are many activities in which volunteers are needed at MMSA. Each activity has a variety of responsibilities. Volunteers need to familiarize themselves with the duties of any given service in order to execute their services with reasonable care and ability. These responsibilities are summarized in the Volunteer Opportunities handout included in each family registration packet. More specific descriptions are included in this handbook under "Responsibilities for Specific Programs/Assignments."

Volunteer Rights

As an MMSA volunteer, you have the right to:

- be welcomed as a valued member of our school community;
- be assigned a volunteer area where you feel comfortable and confident;
- the respect of our school community, both students and staff;
- receive necessary information and orientation;
- have your questions answered clearly and promptly;
- volunteer as long as you and the administration agree.

Volunteer Responsibilities

A school volunteer has the following responsibilities:

- to remember that the Principal has ultimate responsibility for all personnel, policy and programs in his/her school, including volunteers;
- to follow the policies of the school (i.e. checking in, volunteer behavior codes);
- to be reliable. Accepting a school volunteer assignment means a regular commitment to be there – promptly and on schedule. Please notify the, teacher, or school in advance if you do have to be absent.
- to be receptive to, and participate in, orientation, training and meetings with staff, as offered.
- when asked, to offer constructive feedback to staff on your experience as a volunteer;
- to remember you are a role model for students and the school community. Please maintain the highest standards of confidentiality and ethics.
- to support the teachings of the Catholic Church and refrain from expressing any opinion that varies from Church teaching.

- to be physically and mentally present to the students if you are volunteering in a supervisory capacity. The health and well being of the students, especially the younger ones, depends on this consistent vigilance. Children may never be left unsupervised and care should be taken that parents situate themselves when volunteering so the safety and care of the children is maximized.
- to remember that corporal punishment is not permitted at MMSA. Corporal punishment is any punishment that can be construed as punitive, including shaking, pushing, hair pulling, etc. Volunteers need to refrain from any touching that could be considered punitive.

Procedures and Policies for Parents and Volunteers

Requirements

All volunteers engaged in working with children at MMSA must comply with mandates as set forth by the Archdiocese of St. Paul and Minneapolis. The requirements include completing a criminal background check, signing a Volunteer Code of Conduct, and attending a *Virtus – Protecting God’s Children* workshop. These mandates are important 1) to protect young people, 2) to protect the volunteer, and 3) to protect the school from liability.

Anyone interested in volunteering at MMSA who has not yet met these requirements should contact the school office or visit the school web site, www.mmsaschool.org to print a form to request a background check. The information you provide on these forms will be held in the strictest confidence. Please complete the form in its entirety, sign, date and return it to the office.

Adults who work with children are also expected to attend a *Virtus – Protecting God’s Children* class conducted by a representative of the Archdiocese of St. Paul and Minneapolis. This training focuses on awareness of abuse and what action to take if abuse is suspected. This is a one time class. Many sessions and locations of Virtus classes are available to choose from. Registration for a Virtus class is done online at www.virtusonline.com. An instruction sheet for Virtus registration can be found at the end of this handbook.

Volunteers must also read and sign a Volunteer Code of Conduct at the beginning of each school year. The Volunteer Code of Conduct form can be found in your registration folder, printed from the web site, www.mmsaschool.org or picked up in the school office. A copy can also be found at the end of this handbook.

Security and Sign In Procedures

For security reasons, all doors of the school are kept locked. Visitors are asked to come to the main entrance and press the buzzer. Following an audible click, the door will be unlocked momentarily allowing it to be pulled open. All visitors (volunteers, parents, etc.) must come to the school office upon entering the building. You will be expected to sign in and wear a visitor’s badge. The visitor’s badge will alert anyone who does not know the parent/volunteer/visitor that he/she has administrative approval to be in the building or on the grounds. When activities and/or business have been completed, visitors should return to the office to sign out and return the visitor’s pass.

Volunteers should feel free to ask any adult in the building without a visitor’s pass or staff identification to check in at the school office.

Dependability

The school relies on your support. We ask that you follow through on volunteer commitments. Please be responsible for completing volunteer expectations, timely attendance, and notification of absences to the supervising staff member.

Confidentiality

In the course of your volunteer work, you may learn confidential information about young people and faculty/staff. You are expected to keep this information confidential in any setting inside or outside of the school, just as you would want your own privacy rights respected. Children's action, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are to remain confidential as well. Volunteers are not to discuss any privileged conversations outside of school. Refer any concerns to the Administration.

However, there may be times when confidences cannot be kept. If a student confides that he/she is being abused or has a desire to hurt someone or him/herself, that information must be reported to the administration immediately. Simply put – any information which, if shared with parents and/or administrators, may save someone from harm, must be shared.

Volunteer Dress Policy

MMSA School has a specific dress code established for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of MMSA and wear modest clothing while working in the school or during school activities.

Health and Safety

Advocates for children, especially those who volunteer their services in education, need to be vigilant that every child's "health, education and welfare" are maintained at the highest level. The following are key points of health and safety for our volunteers:

- Volunteers in any type of supervisory capacity are asked to be vigilant that children are acting in a Christian manner that bespeaks Christian respect for body, mind and soul.
- Volunteers are asked to visibly display a visitor's pass or badge so that children know immediately that they have permission to be with them.
- Volunteers are asked to survey the surroundings of an activity to assure that the area is physically safe (no harmful obstructions are present) for the children.
- Volunteers are asked to report to administration any person that they feel does not have permission to be in the building or on the grounds when children are present.

- Volunteers are asked to protect children by assuring that safety mechanisms are in place, such as locked doors or unobstructed paths.
- Volunteers are asked to accompany any student who is hurt or feels sick to the school office, while ensuring that at least one supervisor is still with any other students. If a student appears too sick or hurt to go to the office, the nurse or health assistant should be summoned to come to the child.
- Volunteers should give the nurse or health assistant a description of what happened to a sick or injured child and the names of others who were present so that the incident can be documented and, if necessary, followed up.
- If more than one volunteer is involved in an activity, the volunteers should spread out to maximize the field of vision and safety of all students.
- Volunteers should not administer first aid other than trying to make a child comfortable. The nurse, health assistant, or administration (not a volunteer) is responsible for contacting a child's parent if notification is necessary.
- For your sake and the sake of the student it is important that you are conscious of the relationship that is forming with the student. Kids will often feel attached to their classroom helpers, especially those they work with on a regular basis. It is important to remember that your role is more teacher than friend. Please help students to learn appropriate social boundaries.
- Volunteers should never allow themselves to be alone with a student or to physically touch them. This maximizes protection of the child as well as the reputation of the volunteer.
- Volunteers are never allowed to drive students to any destination without the express permission of school administration and/or the child's parent/guardian.
- Volunteers should familiarize themselves with the Emergency Procedures outlined on page 9 and 10.

Transportation Policies and Procedures

In the event that a field trip or school event requires adult volunteer drivers the following policies will be followed:

- Drivers must be twenty-five (25) years of age or older, have a current driver's license, a good driving record, have completed a driving background check, and must have adequate automobile insurance coverage. The minimum acceptable liability for privately owned vehicles is \$100,000/\$300,000/\$50,000.
- Another adult should be present whenever the driver is transporting youth.
- The driver is responsible for the safety of children and youth with him/her, and must drive in such a manner as to maintain that safety.
- The driver and all passengers in the vehicle must wear seat belts at all times.
- Driver's must complete a Driver Information Sheet and turn the form into the school office.

Building Emergency Procedures

Each classroom at MMSA has emergency procedures for fire, lock-down, and severe weather posted near the door. Please take time to familiarize yourself with these procedures.

Fire:

1. Close classroom doors, outside doors, and any fire doors that may be open.
2. Do not close any windows that may be open.
3. Students should walk silently in an orderly single line.
4. Exit following directions posted in the classroom.
5. Once outside, join the classroom teacher who checks attendance.
6. Stay in designated spot in silence until signaled to return to the building.

Severe Weather:

1. Students walk silently in an orderly single line.
2. Exit following directions for Severe Weather posted in the classroom.
3. Students join their classroom teacher who checks attendance.
4. Take a position of sitting with hands covering the head until an all clear signal is given.
5. Return to classroom quietly.

Lockdown (Intruder in the building, on campus, or in nearby community)

1. An announcement will be made over the PA.
2. Close and lock all classroom doors.
3. Remain in the classroom and away from doors until otherwise notified.
4. Do not let any student leave the room.

MMSA Student Behavior Guidelines and Policies

MMSA has a defined policy on student behavior and discipline. We strive to provide a supportive, caring and orderly school climate that will enable students to develop skills that can help them achieve their full potential academically, physically, socially and spiritually.

Volunteers are expected to know appropriate behavior expectations and to read school policies. Volunteers will not be involved in direct discipline of children, but will be asked to facilitate the discipline process with appropriate notifications to teachers or the principal.

Responsibilities for Specific Programs/Assignments

Athletic Coaches/Assistants

Athletic coaches report to the MMSA Athletic Director. All attend a coaches meeting at the beginning of the season. All coaches are expected to follow and enforce any and all rules set forth by the Catholic Athletic Association (CAA) and the MMSA Athletic Handbook.

Field Trip Chaperones

- Class Field Trips are planned for the educational value they offer and for the enjoyment of the students. Parent volunteers are asked to facilitate the work of the teacher and tour guides so learning in a setting outside of the classroom is maximized.
- Each parent chaperone must have the appropriate background checks, Virtus training and have signed a Volunteer Code of Conduct.
- Each parent chaperone is responsible for being in attendance on time according to the scheduled list prepared by the teacher. If a parent is unable to fulfill this responsibility, advance notice should be given to the teacher so that a substitute can be contacted in time.
- Each parent will be assigned approximately five students to chaperone and supervise on a trip. The parent needs to be physically and mentally present to these assigned students during the course of the trip. If the parent is not familiar with the students, he/she should keep a list of the names of students and do frequent head counts throughout the day.
- Parent chaperones are asked to remind children to be seated when on the bus and to speak in a conversational tone. Everyone's good behavior is expected so that the bus driver can drive safely to the trip's destination and return home safely.
- If a parent or student needs to leave the group, use a restroom, get medical attention, etc, the parent needs to partner with another chaperone so that no child is ever left alone. Parents need to partner with another parent when there is a schedule rest stop. One parent should go to the restrooms while the other watches the remainder of the group in an adjacent area.
- Parents are asked to assist the students with refreshments during the day. Children are expected to clean up after themselves and leave eating areas in good order. Parents need to check any place the students have used so that it is left clean and no personal belongings are left behind. Nothing of value should be left unattended on the bus.
- Parent chaperones should assist the teacher at the end of the trip when the children should be loading buses. A headcount must be done before any bus leaves an area.

Classroom Volunteers

- Classroom teachers may have specific jobs for volunteers and will let you know either at the beginning of the year or in newsletters or notes throughout the school year when needs arise.
- If you are available and would like to volunteer in the classroom, please let your child's teacher know.

Other Volunteer Opportunities

During Registration in August, a complete list of volunteer opportunities for will be included in each family's registration packet.

Supervision of Volunteers

The principal is responsible for the total school operation; thus, she/he supervises or delegates supervision of all who serve in any capacity in this ministry.

Right to Amend

The principal reserves the right to amend this handbook. Volunteers will be notified promptly of any changes.