



Tradition with Vision

Volunteer Handbook

MISSION STATEMENT

The mission of St. Joan of Arc School is to grow as a Christ-Centered Catholic Community dedicated to building a foundation of Christian values and academic excellence.

We model Jesus teaching in order to enable our students to develop their fullest spiritual and academic potential. God calls us to prepare our students to be future faith-filled stewards of the Catholic Church and of God's creation.

PHILOSOPHY

St. Joan of Arc Parish is deeply committed to Catholic Education and the ministry of leading our students through the process of becoming strong and responsible individuals, capable of willingly making Christ Centered Choices. Therefore, St. Joan of Arc Catholic School is devoted to carefully cultivating in our students a desire to achieve to the best of their ability spiritually, as well as academically.

PROCEDURES AND POLICIES

School Hours

Grades Pre-K through 8 are in class from 8:00 AM – 2:10 PM. The School doors are opened for students at 7:00 AM.

School Office Hours

The school office is open on all school days from **7:00 AM – 3:00 PM**.

Sign-In Procedure

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up in the office.

Sign-Out Procedure

Sign out at the time of departure. Please do not cross an active car line if you are leaving the school at dismissal time. Students may not leave before their regularly scheduled dismissal time.

Parking

Parking around the school is often at a premium. Please do not park in areas designated as recess and play lot areas. The west side of the south parking lot is always set aside for students. Parking on the streets is for two hours only. Parking on Columbia is prohibited from 7:30 a.m. until 8:30a.m. and again from 1:30 p.m. until 2:30 p.m. for bus access. Lisle police ticket for parking offences.

Dependability

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge.

Volunteer Dress

St Joan of Arc School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement it is expected that volunteers reflect the image of St. Joan of Arc School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, no workout apparel, and no jeans in the front office.

Supervision & Safety:

Although teachers and supervisors are not expected to be trained playground inspectors, they can visually inspect the playground for safety problems and make sure that children do not play on unsafe equipment.

Supervision Means...

...Stay Alert and Attentive

Move through the playground area, stationary persons only help children nearest to them. Avoid staying on outskirts of playground area. Stay involved with the children on the playground, do not use playground time as a time for socializing with other adults or for doing paperwork. Observe all children and the "secret" places where they could hide. Realize a child can wander into a hazardous situation in less than a minute. Use direct eye contact with children to help prevent inappropriate behavior.

...Evaluating Hazards

Evaluate the playground for potential hazards that could cause serious or fatal injuries to children. Watch for foreign objects such as glass, nails, and pop tops that are hard to see. Watch for hazards like loose or protruding nuts or bolts, broken parts, exposed concrete, and shallow protective surfacing that occur through the children's regular use of area or equipment.

...Observing

Keep an eye out for any unsafe behavior such as climbing up a slide or sliding down a slide backwards. Make sure children keep moving on equipment and keep their hands and feet on supports at all times.

...Knowing Safe Playground Rules

Teach children the safety rules of the playground. Agree on rules before children are allowed in area or on equipment to prevent confrontations on the playground. Realize school age children can remember up to five rules, while preschoolers should have only three or less. Remind children that they are never to leave the playground area without permission from a supervising adult. Instruct children to keep their hands to themselves-no hitting, pushing, punching, kicking or biting. No throwing. Snow stays on the ground. Prohibit throwing of snowballs.

Responsibility

The Administration of St. Joan of Arc School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

Accidents

Accidents involving students, staff members or volunteers are to be reported to the Principal immediately and a written detailed report, using forms in the office, must be submitted by the

end of the school day. A copy of the accident report is sent to the Office and a copy is kept on file in the office.

Accident Procedure

The office has a portable First Aid Kit.

If an accident occurs the following procedures should be followed:

- Keep other children away from the area.
- Check for injuries and secure proper medical assistance.
- Rubber gloves are necessary if there is blood.
- Always suspect a neck and back injury with head injuries, until proven otherwise.
- **DO NOT MOVE THE STUDENT IF YOU HAVE ANY DOUBTS.**
However, if the injury is not of a serious nature, help the student to the office.
- Notify the administrator.
- Complete accident report. Obtain the names of all witnesses.

Prior to becoming a volunteer

Prior to beginning volunteer services, all persons involved with minors on a regular, recurring basis and those to have opportunity to be alone with children during school sponsored events (ie. Field trips...) are required to present the following:

**Results of a criminal background investigation
(subject to the conditions
of the Diocese of Joliet.)**

Written acknowledgement that the volunteer has read and understood the

**PASTORAL POLICY REGARDING SEXUAL ABUSE OF MINORS
at**

<http://www.dioceseofjoliet.org/documents/PolicyEng2008.pdf>

and

**DIOCESE OF JOLIET
STANDARDS OF BEHAVIOR FOR THOSE WORKING WITH MINORS**

<http://www.dioceseofjoliet.org/documents/StandardsEng.pdf>

Along with:

**VIRTUS
The PROTECTING GOD'S CHILDREN™ Program:**

Out of concern for the safety and well-being of children, every diocesan, parish, school or religious education employee or volunteer who is involved with minors on a regular, recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events, are required to attend a Virtus Protecting God's Children program.

Of all the safe environment programs available, Protecting God's Children was selected for the Joliet Diocese. It was determined to be the best possible program primarily because it is comprehensive, professional and appealing.

Additional Information Related to Protecting Children at the Diocese of Joliet:

go to <http://www.dioceseofjoliet.org/protecting.asp>

As well as, any and all Awareness Sessions indicated by the parish or diocese.

Right to Amend

St. Joan of Arc School reserves the right to amend this Handbook.
Notice of Amendments will be held in the school office.

VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service
to the children of
St. Joan of Arc School.

I will uphold the expectations to the role of volunteer by observing guidelines outlined in the
Volunteer Handbook and by being committed to my duties.

I promise to respect the confidentiality of the students, faculty and staff.

I have read and understand St. Joan of Arc's mission statement and will follow the rules, policies
and procedures outlined in the Volunteer Handbook to the best of my ability.

Volunteer Signature

Date