



St. John the Baptist Catholic School Parent Volunteer Handbook

Dear Volunteers,

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10

We welcome you to a unique partnership at St. John the Baptist Catholic School. We share an important goal in providing an education for your children that is devoted to academic excellence and committed to Catholic values and ideals.

May this letter serve as a sign of our gratitude for your willingness to share your time and talent with the faith community of St. John the Baptist Catholic School. There are many ways your efforts can enrich our school, whether for a few hours or on a regular basis. We hope that you will give prayerful consideration to the idea of becoming one of our volunteers. The need is great, and you will find your own life enriched as you share in the life of our school community. The close ties between family and school reinforce moral values and nurture our faith tradition.

St. John the Baptist Catholic School is committed to strengthening our students in spirit, mind and body so they may lead lives based on faith, values and learning. The administration, The Family Association and the School Advisory Council have determined that parent involvement and participation in school activities is not only a means to show our support for the faculty and the school but has become absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the school to our children. The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer. May God bless you!

Courtney Bierlein
Principal

Family Association
School Advisory Council

SJB Volunteer Handbook

For the Son of Man came not to be served but to serve. Mark 10:45

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide. We have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at St. John's Catholic School.

St. John's Catholic School Mission Statement

St. John the Baptist School enables children to grow in faith while striving to reach their full potential and embrace lifelong learning.

Volunteer Requirements

The parents or legal guardians of each family registered at St John's are each required to participate in **two of the school's four large fundraisers (marathon, Cadillac Dinner, golf tournament, Scott County Fair). Additionally, each family must earn a minimum of ten hours of volunteer services in other areas during the academic year.** Volunteer opportunities and the hours allotted for each activity are included in this handbook. A signed volunteer agreement policy must be turned into the school office as part of your registration.

1. Read and sign the volunteer's Code of Conduct and return it to the office. This must be signed each school year.

2. Complete the VIRTUS class entitled "Protecting God's Children." You may register for this class online at virtus.org or on the school web site. VIRTUS training must be completed and paperwork received before you are able to work in contact with students. (There is a video refresher course required every three years following the initial class.)

3. Consent to a background check by completing the Diocese of St. Paul and Minneapolis Background screening forms and returning them to the office. (A new background check will be initiated when the three year Virtus video requirement is completed.)

All of these documents are available in the school office. Every person wishing to volunteer must complete all three of these requirements (or recertification if it has been more than 3 years since initial contact) before they are permitted to help at the school. If the requirements are not fulfilled satisfactorily, those volunteers will only be permitted to volunteer in positions deemed appropriate by the principal.

General Information about Volunteering

School Hours

Grades PK through 6 are in class from 8:05 AM – 2:55 PM. The school doors are opened for students at 7:30 AM.

School Office Hours

The school office is open on all school days from 7:30 AM – 3:15 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. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

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.

Health and Safety

A First-Aid kit will be available on every field trip. Chaperones should at no time administer any medication to a student. This includes, but is not limited to over-the-counter medications.

Responsibility

SJB 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.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made over intercom. School Reach or Call 'em All notification systems will be used to contact all families regarding school closings or delays.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are: 1. Rise in silence when the alarm sounds; 2. Walk briskly to the assigned place in single file; 3. Sit, face wall, and put hands over head; 4. Return to classroom when signal is given.

Field Trips (Do not count toward ten service hours)

1. Please be on time.
2. Check in at the school office for instruction on where the class is meeting.
3. Chaperones must ride the bus unless otherwise instructed.
4. Stay with your assigned group at all times.
5. Please refrain from using cell phones (calling, texting, reading) unless it is an emergency.
6. Do not take any photos as some families choose to not be photographed for social media.
7. Students should never go to the restroom alone.
8. Do not purchase anything for the students in your group.
9. Students must respect the rules; please remind them if needed. Refer serious issues to the teacher.
10. You may not be able to attend every field trip as we want all parents to have an opportunity to attend a field trip.
11. You may not bring younger siblings as you will need to be in charge of other students and will not be able to safely attend to the needs of your younger children.

Lunchroom Volunteer Expectations

1. Please be on time.
2. Check in with the Lunchroom Supervisor and Lunchroom Coordinator for duties.
3. Please eat your lunch with the students to be of assistance when they need it.
4. Join students in prayer and observe quiet times.

Recess Volunteer Expectations

1. Sign in at the school office.
2. Please read playground rules.
3. Ask the playground staff for special expectations that day.
4. Watch students on all areas of the playground.
5. Make sure students follow the rules.
6. Dress appropriately.
7. If an injury occurs, students should be directed to the nurse's office. Send a buddy with that student.
8. If you choose to stay for lunch - check in by 9am to order hot lunch.
9. Pay for your lunch.
10. Eat at the table your child has been assigned to.

Student Behavior Expectations

Students should treat all volunteers with respect and kindness. If at any time students do not uphold these expectations their behavior should be reported to the teacher in charge or administration.

Parent Volunteer Opportunities

Below is a description of the Four Big Fundraisers. The following page includes various other volunteer activities that take place at SJB Catholic School. **Each adult must choose two of the four fundraisers for which to volunteer. Each family must also complete ten service hours from various other areas. You will receive .5 volunteer hours for every half hour of your time that is donated to the various school activities.** Please feel free to contact the Family Association to determine if other activities fulfill service requirements or if you feel the hours assigned to a completed activity are inadequate. The PVH (Parent Volunteer Hours) report form will be used to report hours accrued and should be submitted to the office on December 2, 2016, March 10, 2017 and May 21, 2017. A copy of this form is included in this **Volunteer Handbook**. Additional forms may be obtained from the school website www.sjsjordan.org. All hours must be accrued by the end of the school year.

Four Big Fundraisers (Must indicate choice of 2 on Page 8)

Marathon/Service Day - Held the end of October, this day gives each student an opportunity to experience service. The preschool students dust the church, the kindergarten and first grade students entertain the residents of the Schule Haus, and the 2nd through 6th grade students rake leaves on the lawns of those in Jordan who need assistance. We have duties prior to raking day as well as lots of raking spots and a couple jobs post raking day.

Cadillac Dinner - This gala is held the first Saturday in March. It is a big evening including a silent auction, live auction, wonderful dinner, and casino style games. We need lots of volunteers to put on this event. We have room on our Cadillac Dinner Chair Committee as well as many, many other jobs before the dinner, the immediate couple days before the dinner, the evening of the dinner and a few spots after the dinner.

Golf and Bingo Tournament - This event is held on a Friday in June. This event includes a best ball golf tournament, silent auction, bingo games and a dinner. Again, there are a multitude of jobs to choose from to help with this day.

Scott County Fair Food Booth - This event happens Weds-Sat on the last week in July. Our school hosts a booth that sells breakfast in the morning and lunch/dinner the rest of the day. There are many shifts to choose from on the days of the fair.

No matter which events you choose to volunteer for, there will be a Sign-Up Genius available so that you can choose a job that fits your schedule and talents.

Volunteer Opportunity	Description	When
Family Association	Any parent can attend these meetings which are held in the school conference room.	2 nd Tuesday of every month at 7pm
Family Association	The FA hosts a Harvest Festival Carnival, Lenten waffle breakfast, all school movie night and teacher appreciation.	Activities as scheduled and published via SignUp Genius
School Advisory Council	The SAC has eight members each year. The members have 3 year terms. This group meets in the school conference room. Areas of focus include policy, marketing, enrollment, and much more.	1 st Tuesday of every month at 7pm
Coaching	SJB offers travelling girls volleyball in the fall and travelling girls and boys basketball in the winter	Varies
Room Parent	Each class needs one parent who will be in charge of communication between the teacher and the parents regarding volunteer opportunities and special things such as the Cadillac Dinner class project.	Throughout the school year
Library	The librarian needs volunteers on Fridays to help shelve books and assist students in checking out books.	Weekly on Fridays
Hot Lunch Volunteer	The Lunch Coordinator needs help each day in preparing the food that is delivered from the public school district as well as needs help serving lunch to the students.	Daily from 11:00am-1:00pm
Classroom Volunteer	Helps the teacher with preparing crafts, hands-on activities, small group activities, or other related needs.	As defined by classroom teacher
Run Club	In the spring , students in grades 3-6 can sign up for Run Club. We need chaperones to accompany students on their runs and activities.	Thursdays from 3:00-4:00pm.
Physical Education Challenge	Each winter students can sign up to attend the PE challenge. We need adults to help monitor the activities.	Fridays from 3:00-4:00pm
Volunteer at additional 3 rd or 4 th Big Fundraiser	Choose an extra primary fundraiser or two to get your service	As scheduled and published via SignUp Genius
Recess duty	We need volunteers to help supervise students during their midday recess times. We ask that each family try to sign up for recess two times during the year to help our teachers keep students safe.	Daily from 10:50am-12:15pm
Morning Parking Lot Monitor	We need supervision in the parking lot each morning to ensure safety and adherence to drop-off procedures	Daily from 7:40am-8:10am
Garbage Fundraisers	The Campbell's Soup labels and box tops we collect need to be clips and counted.	Periodically as defined by office
After School Challenges	There is often interest in additional after school activities. Have an idea? Submit it to the school office.	Varies
Read Naturally	Listen to students read and help them improve their fluency and comprehension	During weekdays
Web and social media	Help with our school website, Facebook page or other social media	anytime!
Junior Achievement	Teach a class Junior Achievement lessons on business skills (5 lessons total)	Coordinate with the classroom teacher
Yearbook	We need photographers as well as people to help layout the yearbook	Throughout the year
Recycling	Help receive and crush aluminum cans	2 nd Saturday of each month

St. John the Baptist Catholic School
Parent Volunteer Hours Report Form 2017-2018

(Please turn in on dates listed below)

Volunteer Name: _____

Child(ren) Name(s): _____

Month of Service: _____

Phone: _____ email: _____

For each service activity that you document below, please complete all four sections. A signature by a teacher, administrator or chairperson is required to receive credit for the hours. A signature is not required if you signed a log in sheet for the activity or event. Hours may be in full or half hour increments. Send form to the office at the end of each trimester. Keep a copy for your records.

Date of Service	Type of Service	Teacher/Chairperson	Hours
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Return this form on the following dates

(additional copies in office or at www.sjsjordan.org):

December 3, 2017

March 8, 2018

May 30, 2018

PARENT VOLUNTEER POLICY AGREEMENT 2017-18

Recognizing the value of parental involvement, it is our policy to utilize the help of volunteers in as many areas of the school as possible. In order for our school to fully benefit from the time and talents of all our families, a mandatory volunteer policy is in effect to evenly share responsibilities amongst all registered families. This program allows for adequate staffing of PSA sponsored events and other programs that help keep tuition cost down. As a result, mandatory service hours are required of all registered families. Each family registered at SJB Catholic School is required to volunteer for **two of the major four fundraisers**. Additionally **each family must volunteer a minimum of 10 hours per school year** to the mission of our school.

Volunteer opportunities are outlined in the Parent Volunteer Handbook. Any parent, legal guardian, grandparent or immediate family member over 18 years of age may fulfill a family's service obligation. However, any person volunteering in the school must sign a code of conduct, have a background check and complete VIRTUS training for the safety of all our children. Each family is responsible for recording their service hours by completing a PVH Report Form (attached) and submitting it to the office each quarter. Any outstanding hours must be reconciled by the end of the school year before report cards and/or records are issued. **EACH FAMILY MUST HAVE THIS SIGNED VOLUNTEER POLICY AGREEMENT ON FILE IN THE OFFICE IN ORDER TO COMPLETE THEIR REGISTRATION.**

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I have read and will adhere to the 2017-18 Parent Volunteer Policy:

Parent/Guardian Names _____

Parent/Guardians Signatures _____

Name of Student(s) & Grade(s)

Date: _____

THE 4 BIG FUNDRAISERS

Cadillac Dinner needs 50 families, Marathon needs 45 families, Golf Tournament needs 35 families, and the Scott County Fair needs 25 families. If you chair a fundraiser, you do not need to sign up for another fundraiser.

FAMILY NAME: _____ **Email** _____

Please check your two choices for fundraisers that would work for you, and we will send out a schedule for each fundraiser before the end of this school year. Thanks so much.

Please sign up for your two choices listed below

_____ **Scott County Fair (July 26-July 30,17)** _____ **Marathon (Friday, Oct. 27, 2017)**

_____ **Cadillac Dinner (Sat, March 3, 2018)** _____ **Golf Tournament (June 2018)**

OR

Our family has chosen to donate \$500.00 towards the Fundraising Budget in lieu of working the big fundraisers. Options available:

- _____ Check made payable to St. John's School or
- _____ Please add \$500.00 to my Tuition Agreement so I can make monthly payments

Other volunteer opportunities we would like to explore (Descriptions on PAGE 5)

- _____ Family Association Member
- _____ Family Association Helper
- _____ School Advisory Council
- _____ Coaching
- _____ **Volunteer Hours Checker - what would you call this person**
- _____ Room Parent
- _____ Library Helper
- _____ Hot Lunch Volunteer
- _____ Classroom Volunteer
- _____ Run Club Volunteer
- _____ Physical Education Challenge
- _____ Volunteering at a 3rd or 4th Big Fundraiser
- _____ Recess Duty
- _____ Morning Parking Lot Monitor
- _____ "Garbage" Fundraiser
- _____ After School Challenges
- _____ Read Naturally Program
- _____ Web & Social Media
- _____ Junior Achievement
- _____ Yearbook

_____ Other: Please describe: _____