

**SISTER THEA BOWMAN CATHOLIC SCHOOL**



**VOLUNTEER HANDBOOK  
2019-2020**

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## Welcome

The staff and students of Sister Thea Bowman Catholic School welcome active and visible volunteer involvement in the life of the school. Volunteerism enriches the learning environment of our children and the lives of those donating their time.

We look forward to your continued interest, support and involvement in our school community. Enjoy your time with us and do not hesitate to share your insights, question and concerns. We rely on your feedback for the continued improvement of our volunteer program.

## Prayer

Help us understand students' needs, share their challenges, and celebrate their progress. Guide our steps in this act of service as we strive to follow in the path of Christ as teachers, working with the learners, who are made in your image. Grant us wisdom and patience when they are needed. Help us see how best to support, without restricting. Bless our efforts with success.

## Mission and Vision Statement

Sister Thea Bowman Catholic School, a ministry of the Diocese of Belleville, is committed to deepening faith in Jesus Christ, and to providing a holistic learning approach to faith development and education within a Catholic framework. Our *vision* is to inspire, prepare, and empower kindergarten through grade 8 students in East St. Louis and surrounding communities to become the next generation of wholesome, and dedicated leaders of their communities and of our world.

## **Policy Statement of the Diocese of Belleville**

Diocesan clergy, religious personnel, lay employees and volunteers of the Diocese of Belleville, while performing services for the Church, shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines and canon law of the Catholic church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Diocese.

Employees and/or volunteers must comply with all relevant state and federal laws, including:

- The Illinois Abuse and Neglected Child Reporting Act. This Act is summarized in the “Care Enough to Call” of the Illinois Department of Children and Family Services.
- The laws prohibiting sexual harassment in the workplace. Sexual harassment includes but is not limited to slurs, jokes, sexual advances.
- Requests for sexual favors and all verbal, graphic or physical conduct of a sexual nature.

Any employee or volunteer of the Diocese of Belleville who suspects an incident of any sexual misconduct by any diocesan clergy, religious personnel, lay employee or volunteer must immediately report such incident to the Vicar General of the Diocese. The matter will be investigated, and where appropriate, disciplinary action will be taken. Do not assume that the Diocese is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

Volunteers in the schools of the Diocese of Belleville must complete a Questionnaire for the Diocese of Belleville and a Volunteer Application form before beginning to work with children. They must also complete Child Protection training. See the Location Coordinator in the main school office.

## Who can Volunteer?

Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary. Anyone who satisfactorily completes the necessary application, screening, interview, and training can volunteer. Possible volunteers may be:

- Parents
- Grandparents
- Extended family members
- Senior citizens
- Community members
- Corporate partners/employees

## Definition of a Volunteer

You are considered a volunteer if you, without compensation or expectation of compensation, perform a service at the direction of another on behalf of our school. Once any required application, background check and child protection training are complete you will be a fully active volunteer. Sister Thea Bowman Catholic School welcomes adults, families and groups to volunteer with us and does not discriminate against any volunteer because of race, color age, gender, sexual orientation, national origin, or disability.

## Classification of Volunteers

*Ongoing Volunteers (Regularly Scheduled)* - When a volunteer accepts a position with a regular schedule, s/he will be considered an ongoing volunteer after serving consistently for a pre-determined length of time.

*Special Event Volunteers (Occasional)* - People who serve as volunteers only once or occasionally in an event situation are considered special event or occasional volunteers.

*Volunteer Team Leaders* - Volunteer team leaders supervise, coordinate or train other volunteers. For example, the Volunteer Coordinator is responsible for placing volunteers based on the need and keeping volunteer schedules.

*Professional Volunteers* - Professional volunteers are those who provide a volunteer service using their license, registration, or certification as required by the profession. These credentials must be current if they are providing that professional skill as a volunteer.

## **Volunteer Code of Ethics**

### **Confidentiality**

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students.

### **Communication**

Always direct other parents' concerns to the classroom teacher. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.

### **Dependability**

The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible to the homeroom teacher or office staff.

### **Respect for Others**

Children learn from watching you. Practice patience and understanding toward the children and staff which helps learners' value and apply these qualities.

### **Role**

At all times a volunteer is there to support the needs of the staff, students, and school. All tasks should be carried out according to the staff's request.

## Volunteer Policies and Procedures

- Confidentiality
  - In the course of your volunteer work at our school, you may learn confidential information about the school, students, parents or teachers. You are expected to keep this information confidential in any setting inside or outside the school.
  - There are times when student confidences cannot be kept. If a student confides a desire to cause harm to their self or another person to a volunteer, that confidence must be reported. The guideline to follow is: *Any information which, if shared with parent and/or administrators may save someone from harm must be shared.*
- Volunteers or the school may terminate the volunteer relationship at any time, for any reason. It is preferred when a Volunteer is ending the relationship that a written notice be given.
- Volunteers with a specific grievance or complaint shall contact the volunteer coordinator, principal or advisory board
- Your file is confidential and consists of all documents retained by the volunteer coordinator. See the school administrator or volunteer coordinator if any updates need to be made to your file.
- Volunteers should refrain from conducting conversations in school hallways, as this may disturb the learning process of the children in the surrounding classrooms.
- Volunteers should refrain from cell phone use while performing volunteer activities.
- In appropriate situations, corrective action may be taken following an incident or evaluation. Examples of corrective action include the suspension of a volunteer, dismissal from volunteer service or re-assignment to a new position.



- Volunteers should notify school staff of behavioral or medical issues that occur. Volunteers should never personally contact other parents to discuss situations that may have occurred with their children while the volunteer was present. It is the responsibility of school personnel to address student needs and to contact a child's parent when necessary.
- For the protection of STBCS youth, staff, and volunteers, any private electronic communication between adult members and youth, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited except when directed to do so by STBCS leadership to conduct official business on behalf of the school. Use of personal electronic communication devices to contact (via voice, text, or pictures/video) youth for personal and/or inappropriate reasons shall be grounds for discipline up to and including termination of volunteer experience.
- Upon your arrival please utilize the parking lot in front of the school. Please use the entrance on the side of the building near the school office. You will need to ring the bell to be buzzed into the building.
- Keeping track of our volunteer hours is very important. Every volunteer needs to sign in and out in the school office to track their hours. If the assignment involves work off STBCS campus, we ask the volunteer to keep track of their own hours and then report this information to the volunteer coordinator.
- Volunteer badges will be created for each individual volunteering at STBCS. We ask you wear the badge for identification while volunteering at STBCS.
- Be aware that the teachers' workroom is for teachers and staff, students are not allowed in this area.

## Emergency Procedures

All volunteers will be provided information about emergency procedures from the staff. It is important to sign in at the office for not only record of your volunteer hours, but also as a record for who is on campus in the event of an emergency.

### **Accident or Injury**

The volunteer should report to the teacher or administrator giving details of how the accident occurred and fill out an accident report form. Do not leave an injured child to seek assistance, send a child or another adult to report you need assistance.

### **Fire Drill**

The signal is the fire alarm horn. Everyone should evacuate to the assigned areas (check diagram in classroom). Classroom doors should be closed by the last person to leave the room. Headcount will be taken when the teacher reaches the assigned area. Remind students not to talk or run.

### **Intruder Drill**

Drills are practiced with staff members. Students will be taught what to do by their homeroom teachers in case of an intruder in the building. Intruder alerts will come over the intercom.

### **Tornado Drill**

All students and staff move out into the single file line in silence to their appointed area. K-8 will go to the hallway area by their classrooms. Teachers will have a class list or grade book and take head count when all children have reached safety. Children are to kneel on the floor with their heads between their knees. Hands and arms need to be over their head protecting them.

### **Earthquake Drill**

Inside – Students take cover under their desks, chairs or anything that can provide protection. Everyone should stay away from the windows. Once the tremors end the students and staff should move to the class designated area outside.

Outside – Stay clear of electrical wires, poles, trees or anything that has the potential to fall. Once tremors end everyone should move to the class designated area.

## Volunteer Opportunities

Sister Thea Bowman Catholic School has numerous opportunities available for individuals that want to volunteer their time and/or skills. Below are some possibilities. See the Volunteer coordinator or school administration to discuss how you can contribute.

### Essential Volunteers

Room Sponsor(s)

Volunteer Coordinator(s)

### Classroom Help

Tutor / Review work with students

Supporting art projects

Teach an area of skill (art, music, speech, etc.)

Computer lab support

Grading papers, filing, and paperwork

Decorate bulletin boards

Read stories

Assist with cooking or other hobby

Working with small groups

Play and/or teach games in classroom and play yard

Monitor students working on assignments

Assist class in library

### Outside the Classroom

Supervision (recess, lunch, or dismissal)

Clerical tasks (i.e. typing, filing, organizing)

Assist the facilities and maintenance department

Grounds upkeep

Chaperone field trips or student events

Assist with fundraising events and activities

### Events

Family BBQ & Ice Cream Social

Tour and Lunch

Family University

Reading/Science Night

Advent Prayer Service

Spring Concert

Benefit Dinner

## **Contact information**

Volunteers should notify the homeroom teacher or office staff if they will not be present during their scheduled volunteer time.

School email address is listed below for use if non-urgent information needs to be provided or is needed. We ask you use the phone number to reach the school for all urgent matters.

### **Sister Thea Bowman Catholic School**

8213 Church Lane

East St Louis, IL 62203

618-397-0316/4926 (phone)

618-397-0337 (fax)

[sistertheabowmanschool@srthea.org](mailto:sistertheabowmanschool@srthea.org) (email)

## 2019-2020 School Calendar

### August 2019

5 Staff Returns  
 6 In-Service  
 7 Principals' Meeting DPC  
 8 New Teacher Mtg. 9am-3pm DPC  
 8/9 New Student Testing (math /LA)  
 9 Staff LUNCH  
 11 Family BBQ & Ice Cream 4 PM  
 New Family Orientation 5:30pm  
 12 Teacher Inst. Mater Dei HS  
 14 School begins-full day-7:45 am  
 16 All School Assembly-8:30am  
 19 Extended Day Session 1 Begins  
 23 Prayer Service-K-2, 3-5  
 29 Mandatory Curriculum Night 7 PM  
 30 Prayer Service-6-8, Peace Flags due  
 Peacemaker

### September

2 Labor Day -No School  
 6 Opening Mass-(Gr. 8 leads)  
 9 Staff Meeting 12:30pm dismissal  
 13 Mass 8:30am Gr. 7;1<sup>st</sup> Quarter Midterm  
 18 Iowa Assessments begins  
 19 1<sup>st</sup> Qtr Midterms Issued  
 20 Mass 8:30am Gr. 6

Pinwheels for Peace  
 24-25 Camp Ondessonk 6-8  
 27 Mass 8:30am Gr. 5  
 Peacemaker  
 30 Extended Day Session 2 Begins

### October

1 Iowa Assessments mailed  
 3 Mass 8:30am Gr. 4 leads; 1<sup>st</sup> Qtr Ends  
 4 No School-Diocesan Teacher Convention  
 11 Mass 8:30 Gr 3; Picture Day  
 14 Columbus Day (No School)????  
 17 Family Reading Night 5 – 7  
 18 Mass Gr 2; 1<sup>st</sup> Qtr Ends  
 23 Mass 8:30am Staff leads  
 24 Report Card Conferences (No School)  
 25 No School  
 21-Nov 1 Gr. 5 ACRE test begins  
 28–Nov 1 Red Ribbon Week  
 30 Peacemaker  
 31 Trunk and Treat

### November

1 Mass 8:30am Gr. 8  
 8 Mass 8:30am Gr. 7  
 11 Veterans Day (No School / Staff Inservice) ???

- 12 Extended Day Session 3 Begins
- 14 Principal Meeting
- 15 Mass 8:30am Gr. 6
- 22 Mass 8:30am Gr. 5; 2<sup>nd</sup> Quarter Midterm
- 26 Mass 8:30am Gr. 4

- 2<sup>nd</sup> Qtr Midterm Issued
- Peacemaker
- 27-29 Thanksgiving Break

**December**

- 2 Staff Mtg. 12:30pm Dismissal
- 4 Picture Retake Day
- 6 Mass 8:30am Gr. 3
- 13 Mass 8:30am Gr. 2
- 18 All School Advent Rehearsal (10AM)
- 19 3:30 Dismiss; Advent Service 6:30pm
- 20 Mass 8:30am Staff  
Peacemaker  
Staff Meeting 12:30 Dismissal  
End of 2<sup>nd</sup> Qtr
- 23-Jan. 6 Christmas Break

**February**

- 3 Staff Meeting 12:30  
Dismissal
- 7 Mass 8:30am Gr. 4  
3<sup>rd</sup> Qtr Mid-term
- 13 3<sup>rd</sup> Qtr Mid-term Sent Home
- 14 Mass 8:30am Gr. 3

**JANUARY 6, 2020: SCHOOL RESUMES  
ENJOY YOUR HOLIDAY!**

**January 2020**

- 6 Classes resume
- 9 Ballroom Dance begins  
2nd Qtr Reports Issued
- 10 Mass 8:30am Gr. 8  
Door Blessings
- 13 Extended Day Session 4 Begins
- 17 Mass 8:30am Gr. 7
- 20 Dr. Martin Luther King, Jr. No School

**March**

- 2 No Bus; Staff Mtg-12:30pm  
Dismissal
- 6 Mass 8:30am K
- 11 Open House
- 13 Mass 8:30am Gr. 8

- 24 Mass 8:30am Gr. 6
- 27 - Feb. 2 Catholic Schools Week
- 31 Mass 8:30 am Gr 5; Peacemaker

**April**

- 2 Family STREAM Night 5 -7
- 3 Mass 8:30am Gr. 5
- 6-8 Iowa Assessment (Gr 2 – 8)???
- 6 12:30 Dismissal Staff Meeting
- 7 Extended Day Session 6; Stations
- 8 Mass 8:30am Gr. 4 leads
- 9 – 13 EASTER BREAK
- 17 Mass 8:30am Gr. 3  
4<sup>th</sup> Quarter Midterm
- 23 4<sup>th</sup> Quarter Midterm Sent Home
- 24 Mass 8:30am Gr 2
- 30 Peacemaker

**May**

- 1 Mass 8:30am Gr 1  
Dress Rehearsal 10 AM
- 3 Spring Concert 3 PM
- 4 No School
- 6 Dental Safari
- 7 Dance Competition - 10am
- 8 Mass 8:30am (K leads)
- 15 Graduation Photos 7:30am

**June**

- 1 Summer Session Begins;  
through 19 Jun
- 8 Report Cards Mailed

- Graduation Mass 8:30am Gr.8
- Brunch Reception follows
- 18 Malcolm X Day – No buses
- 21 Peacemaker
- 22 End of Year Awards Mass 8:30am (Staff leads)
- End of 4<sup>th</sup> Quarter / Field Day
- Last day of classes / 12:30pm Dismissal
- 25 Memorial Day-No School
- 26-29 Emergency Days if needed
- 28 Staff Retreat

## **Closing**

We appreciate your willingness to volunteer with Sister Thea Bowman Catholic School. We hope you will enjoy your experience as a volunteer. As you learn your volunteer duties feel free to ask questions. Our staff is happy to help you. It is your commitment and that of volunteers like you that allows Sister Thea Bowman Catholic School to most effectively service our students. Thank you.

If you have friends or relatives who might be interested in volunteering in our school, please ask them to call the School at (618) 397-0316 or complete the Volunteer Intake form on our website [www.stbcs.com](http://www.stbcs.com).



## Acknowledgement and Receipt of Volunteer Handbook

Your signature below indicates that you:

- Acknowledge that you have received a copy of the Sister Thea Bowman Catholic School Volunteer handbook;
- Understand that you are expected to read the Volunteer Handbook in its entirety;
- Agree that you will follow the rules and procedures indicated within the Volunteer Handbook;
- Understand that if you are signing this agreement as a representative of a group or organization, it is your responsibility, to the best of your ability, to ensure that other group members are aware of and abide by these rules and procedures;
- Agree to contact the Volunteer Coordinator or school administration if there are any questions about the rules and procedures contained within this handbook;

Please sign, date and return to the school office.

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Volunteer signature

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Date

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Volunteer printed name