

Our Lady of the Snows Catholic School's
Volunteer Handbook Acknowledgement

I acknowledge that I have received a copy of the Our Lady of the Snows Catholic School of Mary's Home, Missouri, Volunteer Handbook. I understand that it contains important information about Our Lady of the Snows School's general policies and regulations about my privileges and obligations as a volunteer. I acknowledge and understand that this Handbook is neither a contract nor legal document. I further acknowledge that I have read and understand Our Lady of the Snows School's policies and regulations and agree to adhere to these policies and regulations.

I further acknowledge that revisions to the Handbook may occur. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this Handbook and any revisions to it.

Volunteer Name (Printed)

Volunteer Signature

Date

(A copy of this Volunteer Handbook Acknowledgement is to be signed and returned to Our Lady of the Snows Catholic School)

Our Lady of the Snows Catholic School

Welcome Volunteers!

To Our Valued Volunteers:

Our small school would not be able to function without the help of volunteers. We consider each of our volunteers to be a most valued member of the Our Lady of the Snow's team. We welcome you and thank you so much for your generosity in giving up your time to help our students. In this day and age, time, talents and treasure are what we are asked to share, but time seems to be almost more precious than treasure!

As a volunteer, we are asking you to do a vital job for the benefit of our students. We don't want you to feel that you are wasting time when you come to Our Lady of the Snows School for your volunteer time. Because of that, we want to make sure that the job that we are asking you to do is meaningful. Please don't let us down by not coming when you say you will. We are counting on you! Of course, if illness or personal matters come up, please let us know, and we can adjust accordingly.

Our volunteers perform a variety of jobs. Some may help with office work, under the school secretaries. Other may work in tutoring situations or giving students some one on one time with a caring adult. Some volunteers may help in getting materials ready for the classroom or with the supervision of the students during recess duties. You may even find yourself helping out in the library! In any case, what you do for our school, be it large or small, is immensely appreciated. We welcome you and appreciate all you do for us.

Thanks for being part of a wonderful team!

Sincerely,

Our Lady of the Snows School
Administration, Faculty, & Staff

Our Lady of the Snows School Mission Statement

“Our Lady of the snows School provides a quality Catholic education and develops the whole person in a faith-filled Catholic environment.”

Our Lady of the Snows School Philosophy

The philosophy of Our Lady of the Snows School in partnership with the Family, Church and community, is to provide a Catholic Education of superior quality that promotes the maximum potential in spiritual, academic, physical, emotional and social development. As a symbol of our dedication to Christ’s life and teachings, within the school and community we serve, we the Pastor, teachers, parents and students accept our responsibility to love one another, to respect each person’s uniqueness and to prepare ourselves and our students to be successful, responsible Christian leaders in society.

Our Lady of the Snows School Volunteers

If you have it in your heart to volunteer at Our Lady of the Snows School, you have been chosen by Christ to do this work of His. By reason of our commitment to our Catholic Faith, we chose to serve God's people, and to spread the Gospel message to the little ones.

Contact the school principal or school office personnel to let us know what opportunity you would like to volunteer. Our current volunteer opportunities are:

- Volunteer for two to three hours to listen to young children read or work on basic skills.
- Tutoring – Many of our students could use someone to help them one-on-one to learn their spelling words, letter sounds, times tables, or other subjects. The teachers will give you work to do with the students assigned to you. This is a very powerful way to help kids!
- Office helper – Organize and copy information, typing help, help with Friday folders, etc.
- Copier – Copy materials for the teachers to use in the classroom.
- Library helper – Assist librarian with labeling and shelving books.
- Label clipper – clip Box Tops and Best Choice labels at home

Volunteer Guidelines

Before beginning your volunteer service at Our Lady of the Snows, all volunteers are screened through the Missouri Department of Social Services for violations against children for abuse and/or neglect. You will fill out a simple form, provide your social security number and other basic information, and we will turn these in to our school office. You are not being singled out when asked to fill out this form. All staff members and volunteers are screened in this way.

The Diocese also requires all of our volunteers to participate in the Protecting God's Children Virtus Program. The program is offered throughout the year in various locations.

Volunteer Rights

As a volunteer at Our Lady of the Snows School, you have the right to:

- Be treated with the respect and dignity due to any adult staff member
- Have the necessary tools and orientation to do your job correctly
- Ask questions about what you are doing, and the reason for the task
- Worship with us

Volunteer Duties

General guidelines for volunteer duties are as follows:

- Arrive on time for your expected duties.
- Perform the duties assigned to you.
- Respect and enforce the school rules.
- Treat all students as members of the Body of Christ, treat them as Jesus would.
- Ask for instructions and assistance when needed.
- Please call to tell us that you will not be able to come on your assigned day if you become ill or another personal issue keeps you from fulfilling your volunteer commitment.

Student Discipline

We are working with each of our students to remind them that Christian behavior is the expected norm. Some students have more difficulty with this than others. If you are having difficulty with a student, please notify a teacher or the school principal to handle the situation.

Under no circumstances should a volunteer:

- Curse at a student.
- Use foul language, or language showing disrespect to God's Holy Name.
- Grab a student by physically touching them, pulling them, pulling any part of their body, except to save them from danger.
- Hit a student.
- Verbally abuse a student when giving directions or correcting an inappropriate behavior.
- Threaten a student.

Student Health and Safety

Students at Our Lady of the Snows School have been given the basic directive that they are not to run in the building. This is a rule that has to be repeated often. Please intervene if you see students running in the building.

If a student is hurt, or feels sick, the school secretary takes care of them. Send the student to the school office if they come to you with an injury or feeling sick. If you are supervising other students, have another child take the injured or sick to the school office.

Do not dispense medicine to an ill child. If they say they have a headache do not give them an aspirin or pain reliever. We have specific policies about dispensing medicine at our school – we do not do it unless ordered in writing by parent or doctor.

If you become ill or get injured while at Our Lady of the Snows School, please contact the principal immediately.

Emergency Procedures:

Occasionally, we conduct emergency drills at Our Lady of the Snows School. The volunteers are expected to participate in these emergency drills, as we must practice getting all people from the building in case of fire, and all people in a safe place in case of tornado or other emergencies. Please report any signs of fire immediately to the office, or call 911 if you are able.

Child Abuse Laws

DSP 5820 Harassment

Policy:

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the procedure outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help ensure an effective response to allegations of sexual abuse of minors.

BRINGING AN ALLEGATION:

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Chancery Office
Diocese of Jefferson City
P.O. Box 104900
Jefferson City, MO 65102-0417
Telephone: (573) 635-9127

Normally Catholic school personnel are not part of the child abuse investigation interview unless requested by Missouri Division of Children's Services.

Within five service days of the date the report is made to the Missouri Division of Children's Services, a written summary report is to be sent to the superintendent of Catholic Schools stating the names, circumstances and reasons for reporting, consultation received, and when and by whom the matter was reported.

Failure to follow the reporting procedure is considered a service violation of diocesan policy and regulation.

Loyalty to Church and School

We ask our volunteers to be loyal to our school. If there is a problem with something that you see or hear while volunteering, please come to the Principal. Remember, gossip and talk about town can be really damaging to our school's reputation. We would rather confront a problem issue, and resolve it, rather than having folks talking about issues involving our school to others who can't help.

We follow the Catholic guidelines for teachings on moral and social issues. If you have a difference of opinion about Catholic moral teachings or social issues, you may not espouse these differences while working with students at Our Lady of the Snows School. To do so would put you in violation of our philosophy of education, and would make you ineligible to represent our school through your volunteer service.

Confidentiality

When working with students, you may have an opportunity to observe students who have learning difficulties. We expect our volunteers to keep the confidentiality within the school on problems children are having in learning. This is expected professional behavior. It would not be good for a parent to hear "through the local grapevine" that their child was observed doing poorly in math, reading or other subjects. Please share with the child's teacher what you have observed about a child's learning, or share concerns with the Principal. Sometimes, an observation over time by a volunteer who works with a child each week can give the teacher an insight into a child's learning that the teacher might not know about. This is because the volunteer works one-on-one with a student, and the teacher works with the entire group. The trust that a volunteer tutor and a child develop is very strong. That is why volunteers are so important in helping children.

School's Right to Amend Handbook

This hand book is printed to help you understand your job as a volunteer. It is also set up to give you proper guidelines to follow when acting as a volunteer staff member of Our Lady of the Snows School. Reading this handbook, and returning the enclosed sign-off form indicates that you have read and agree to abide by our school regulations. If Diocesan guidelines change, the school has the right to amend this handbook. In that case, we will make sure that all of our volunteers have an updated copy of the handbook, and will ask you to sign off on that copy.

School's Right to ask a volunteer to leave

If a volunteer cannot or will not abide by the guidelines set forth in this handbook, the school has the right to ask the volunteer to leave. If any harassment or abuse of a child occurs while a volunteer is working with an Our Lady of the Snows student, that volunteer will be asked immediately to cease volunteering at our school. If criminal issues are involved, the proper authorities will be notified.

The principal and/or the pastor will be the agent who will ask the volunteer to leave. After an incident is reported, the principal will ask for the volunteer's side of the story to be told, and make the judgment as to whether the volunteer should be retained or dismissed.

***Thanks for all you do for the staff and students at Our Lady of the
Snows School!***

We love having you on our team!

Our Lady of the Snows
Catholic School