



Ss. Peter & Paul School

Volunteer Handbook

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Ss. Peter and Paul School

Family Involvement & Volunteer Program

Ss. Peter and Paul School is a wonderful place for our children to grow academically, socially and spiritually. It is more than a school; it is a family! Like any family, Ss. Peter and Paul School relies on every member to accomplish both daily tasks and special events. We believe the education of our students is a partnership with our families. The benefits of involvement are amazing: educational research shows children achieve at higher levels if parents are involved in their children's education, and a parent's positive participation reinforces the family's commitment to their education and future in the eyes of a child. Volunteering is tangible proof of your commitment to the school, its mission, and the part it plays in your child's life.

One of the many successes at our school has been the focus on service in the daily lives of our students – service to each other, our school and our larger community. The students learn just how vital service can be through their daily school work and monthly service projects. As with any other thriving community, our school community depends on the service of its students and parents to thrive. We believe that giving of ourselves to others is one of the most important things a student can learn. It is also one of the greatest lessons a Catholic education can teach. Parents of Ss. Peter and Paul students are fortunate to have many opportunities to share this lesson with their children.

We value the support and involvement of our school volunteers. Without volunteer help we could not afford to offer supervision for our hot lunch program in the cafeteria. The Media Center would not operate as efficiently without volunteers to help check in and shelve books. Each year, thousands of dollars are raised through several major fundraisers. The proceeds from these events are a source of operating revenue that provides educational materials, equipment, and services that ensure high quality programs. For these reasons, we ask that each family commit to personally volunteering at our school.

There are a variety of opportunities to fulfill your volunteer commitment and be directly and indirectly involved in the education of your children. Individual involvement may take on different forms, from room parent, lunchroom aide, coach, to activity planner. The time and talents of our school families working together is what makes our school so successful. It's an example of true Christian unity.

Our goal

Thank you in advance for your support and participation of our Family Involvement and Volunteer Program. This program is an opportunity for each family to help us accomplish our common goals in providing a solid Catholic education, in a healthy, safe and attractive environment for academic success. We simply would not be the same community without you.

The goal of the volunteer program at Ss. Peter and Paul School is to enable each school family to become more involved in the school and church and help create a stronger, more vibrant community. Each family is being asked to provide a minimum of 10 hours of service to the school during the current school year.

Time commitments for each project may be adjusted in the future as needed. Volunteer hours will be counted beginning September 1st of the current school year and ending on June 30th of the current school year.

Volunteer hours performed after June 30th will be credited toward the next school year.

How it works

The various aspects of our SSPP community -- Athletic Association, Home School Association, Parish and School --have listed the various volunteer opportunities. Next to each volunteer opportunity is an estimate of the number of hours required for this project. We encourage parents to become involved according to their interests and talents.

As new volunteer opportunities arise during the year, we will send out updates via the Family Folder, as well as update them on our school website and Facebook. A monthly drawing will be held for those families that have completed any number of volunteer hours.

IMPORTANT REMINDER: The Catholic Diocese mandates that all individuals who are in direct contact with children require a signed Code of Conduct, criminal background check, as well as completion and current updates of the "Protecting God's Children" training (Virtus training). Training dates and locations are listed on the Diocese website.

<http://www.virtusonline.org/>

Principles to Be Upheld by All Members of the School Community

- All shall actively embrace the teachings and precepts of the Catholic Church.
- All shall demonstrate respect for the rights and dignity of each person from conception to death.
- All relationships shall be conducted with no deception, manipulation, exploitation, or intimidation.
- All members of the school community shall be treated justly.
- The educational and work environment shall be free of physical, sexual, emotional and psychological abuse, including written or verbal intimidation and harassment.
- All members of the community shall refrain from making false accusations or revealing the faults of another to those who have no right to this information.
- All members of the school community shall be responsible stewards of the resources given to them to perform their duties.
- All behavior shall promote the mission of the school and church.
- All members of the school community shall promptly report incidents of ethical misconduct by others to the principal in a discreet and kind way.

Policies and Procedures

Application Procedure

- All volunteers working within the school or directly with children must have taken the Protecting God's Children (Virtus) three hour workshop.
- All volunteers who have completed the Protecting God's Children workshop must remain current on the monthly bulletins issued on the internet by Virtus.
- **All volunteers** must sign and return a Diocesan Code of Conduct.

Volunteer Hours Recording Procedure

- Create a family account on our Volunteer Services website
- Log in and record volunteer hours worked once you have completed an event.

Sign In

- When volunteering in the school during regular school hours, all volunteers must come to the main office and sign in upon entering the school building.

Confidentiality

- Volunteers should maintain a professional demeanor keeping all student information private, confidential and in the building. Confidential information shall include but not be limited to: children's actions, responses, progress, problems, conversations, academic records, and behavioral issues. Any breach of confidentiality will warrant dismissal by the principal.

Dress

- It is required that volunteers dress in a professional and modest manner befitting the Catholic school environment.
- Jeans, shorts, bare midriffs, tank tops and flip-flops are inappropriate dress.

Responsibility

- The administration of Ss. Peter & Paul School is responsible for accepting, coordinating, monitoring, welcoming and informing volunteers about their duties and tasks.
- The volunteer is responsible for seeking clarification or asking questions, as well as performing the assigned tasks to the best of his or her ability.

Inclement Weather

- If closing the school becomes necessary for any reason, the local radio and T.V. stations will broadcast this information. When the Williamsville Central School District closes, Ss. Peter & Paul School will close as well.

Right to Amend

- Ss. Peter & Paul reserves the right to amend this Handbook and will notify the volunteers of any such amendments.