

**VOLUNTEER
AND/OR
SERVICE HOURS
HANDBOOK
2018-2019**



Our Lady of Sorrows School

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



Dear Volunteers,

Firstly, let this letter show the gratitude Our Lady of Sorrows School has towards your willingness to share your time and abilities with our community.

The faculty and staff look forward to working with you to promote the value of service, a critical component of our school's mission, as you join in our church's ministry. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

The volunteer forms and time sheets are attached.. Please complete the forms and return them to the school office.

Let us work together to guide our most precious gift, our children.

Gratefully,

Mrs. L. DeLeon, Principal

“As each has received a gift, use it to serve one another, as good stewards of God's varied grace.”

Peter 4:10

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******The Diocese of Brownsville requires schools to provide volunteers with training in child protection through the program “Protecting God’s Children”. The school will hold several sessions during the first weeks of school and throughout the year. Parents will be notified of dates and times.**

FAMILY SERVICE HOURS

Each family is required to perform three (3) hours of service to the school community. This service can be performed at a variety of sites on campus throughout the year. Mandatory service hours must be completed by May 24, 2019. The family business account will be billed for the remaining difference of \$10 per hour.

The school offers community service hours for volunteers in the Cafeteria, Library, Playground, Morning Arrival, and Sports concessions. Opportunities will be available as well during the fall Gala fundraiser, Thanksgiving Meal, Christmas in the Park event, and Spring Fishing Tournament.

Volunteer Handbook Mission Statement

“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 us and 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 Our Lady of Sorrows.

Mission Statement of Our Lady of Sorrows

Our Lady of Sorrows School’s mission is to embrace Catholic faith, respect diversity, promote community, provide a quality education for all, and prepare us for a lifetime of service centered on Jesus Christ.

Philosophy

Our Lady of Sorrows School endorses the call of the Brownsville Diocese to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools.

1. To empower each community member to become a living example of Jesus Christ through prayer, worship, and the authentic teachings of the Catholic Church.
2. To develop life skills that will encourage each community member to become a caring world citizen through increased awareness, growing sense of responsibility, and respect for local, and global community issues.
3. To challenge each individual to develop an open and inquiring mind through a varied teaching environment, by encouraging individual creativity, spontaneity, emotional stability, and the implementation of interactive physical education.

PROCEDURES AND POLICIES

Application Process

All volunteers are required to fill out a Volunteer Application. Individuals desiring to volunteer may find an application in this handbook, at the front office, or through visiting the Our Lady of Sorrows website (<http://www.olsschool.org/>) The information you provide on these forms will be held in strict confidence, and kept on file by administration. Please fill out **all** of the information requested, sign and date and return to the School Secretary. Please keep the Diocesan Code of Conduct for your records.

School Hours

Grades Pre-K through 8th are in class from 8:00 AM – 3:00 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 –4:00 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. Visitors and/or volunteers are required to sign upon their departure from the school.

Dependability

The school relies on your support. We ask that you follow through once committing to a designated volunteer time and task. Please give notice of absence at least one day in advance.

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.

Keeping in mind that Our Lady of Sorrows School creates a safe and secure environment for our students, it must be understood that videos, pictures, or any recording of volunteer events may not be taken, or posted without the consent of the school, and guardian(s) of any and all children involved. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge, and code of conduct.

Safety

Safety of students is the primary concern of the staff at Our Lady of Sorrows. If a concern develops, a staff member must be immediately informed, and the staff member will take appropriate action. Under no circumstance should a volunteer physically touch or alter a child. Staff is responsible for resolving issues concerning student well-being.

Health and Safety

A nurse is available on site; additionally every classroom contains basic First-Aid supplies. Volunteers should at no time administer any medication to a student. This includes, but is not limited, to over-the-counter medications.

Volunteer Dress

Our Lady of Sorrows 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 Our Lady of Sorrows and wear modest clothing while working in the school or during school activities. Generally this would include a moderate length for skirts, conservative blouses and tops, no workout apparel, no shorts, and no stiletto heels. Jeans are acceptable, so long as they are not torn. Volunteers need to keep in mind that they will be working in a constantly moving environment with children, which would need to factor into choosing appropriate clothing.

Time-Log

Service Hours Volunteers are required to keep a time log of all hours spent as a volunteer at Our Lady of Sorrows. An identical time log will be kept with the front office. Volunteers are required to have individuals they volunteer with sign off on their specific hours and describe the event they assisted in.

Responsibility

The Administration of Our Lady of Sorrows 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.

It is the volunteer's responsibility to stay on task, keeping in mind this is a school and workplace. While on premises, volunteers are expected to stay within their specific support area, and not overtly distract students from classes. Unless the volunteer position and site directly influence a classroom, volunteers should refrain from interacting within classrooms, or students therein.

Cell Phones

Volunteers should not be using cell phones during anytime supervision of children is being done. Safety is the priority and volunteers must be vigilant during supervision.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made over television, channels 4, 5, and 48 and additionally through School Reach.

Emergency Drills

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

1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Remain standing in line, facing away from the building.
4. Return to building when signal is given.

Volunteers are expected to participate in all drills and adhere to the guidelines of silence.

On Site Volunteers/Field Trips

1. Parents who perform service hours and/or chaperone a field trip may not bring pre-school or school-age siblings on site or on the field trip.
2. All chaperones must be 25 years of age or older.
3. Smoking is not allowed.
4. Volunteers must dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress code for field trips.
5. Volunteers/chaperones should refrain from cell phone use while on campus and/or field trips.
6. Chaperones should not allow students to use their personal cell phones on the field trip.
7. Volunteers must be involved in active supervision while on campus.
8. Volunteers/Chaperones may be held responsible for accidents or injuries that happen due to their negligence.

Right to Amend

Our Lady of Sorrows reserves the right to amend this Handbook. Notice of amendments will be sent to volunteers.

**The following sections (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection of All God's Children encompass both school and church.*

CHILD SAFETY & LEGAL ISSUES

Guidelines for the Supervision of Minors

Guidelines include, but are not limited to, the following:

1. School personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing.
2. School personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
3. Facilities should be monitored during church services, and all school and other activities.
4. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.

SAFE ENVIRONMENT VISION STATEMENT

Diocese of Brownsville

Because all human life is a precious gift from God, we must assure that all persons, especially the young and the vulnerable, are to be treated with dignity, respect, and offered an environment which promotes safety. A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well-being of each person. More than simply offering protection from danger, a safe environment within our context also reflects the reality that the Church sees itself as a sanctuary, that is, a “sacred space” where one finds protection, security, support, guidance, and the presence of God. Thus the entire church community must live in a way that is consistent with that covenant by fostering environments that not only are safe, but also are healthy.

The Safe Environment Program of the Diocese of Brownsville strives to empower parishes, schools, families, and individuals to create and foster safe and healthy environments for children and youth in all aspects of their lives. We strive to achieve this through preventive measures, as well as educational strategies. Prevention of abuse and neglect of our children and youth is foundational to the Safe

Environment Program and constitutes its initial focus. As the program develops, safe and healthy environment training also will include but not be limited to such strategies as education and training in effective parenting, conflict resolution, internet and computer safety, the prevention of harassment, bullying, or violence in any form, healthy and best practices for injury prevention, and attention to safety in the event of emergency or disaster.

Code of Conduct for Church Personnel for the Diocese of Brownsville

PREAMBLE

By virtue of our baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek the Kingdom as He did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that it is in serving our brothers and sisters that we are reconciled to the Father and that all that passes between us is a function of our relationship with God.

Our call to discipleship is an abundant grace. It is also an awesome responsibility. Church personnel, who publicly represent the Church, whether by office, employment, or appointment, have a special obligation because they have chosen to assume positions of trust. Our brothers and sisters, young and old, invite us into their lives, open their hearts, and share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Because of this trust our behavior, both public and private, has the potential to inspire them to faith and hope and motivate them toward greater generosity and participation. Sadly, it may also scandalize them, weaken or destroy their faith or increase their sense of isolation.

It is essential therefore; that anyone who undertakes a position of leadership or ministry in the Church be constantly mindful of the trust they have been given. To faithfully discharge the responsibilities that accompany our work requires constant prayerful reflection since we must be sustained and supported by God's grace. Our obligations also require each of us to periodically undertake a personal inventory. It is hoped this Code of Conduct will assist us in this task.

These statements do not presume to provide answers to all ethical questions. They present a set of general ethical standards to help guide our day-to-day actions and form a framework for developing policies and discussing ethical questions. It is anticipated, however, that Church personnel in the Diocese of Brownsville do agree to abide by these principles and understand that disregarding them may lead to remedial action.

CHILD ABUSE LAWS

Our Lady of Sorrows School abides by the Child Abuse laws of the State of Brownsville. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

DIOCESAN VOLUNTEER CODE OF ETHICS

Volunteers will exhibit the highest Christian ethical standards and personal integrity.

Volunteers will conduct themselves in a manner that is consistent with the discipline and teachings of the Catholic Church.

Volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

Volunteers will avoid taking unfair advantage of a helping relationship for their own benefit.

Volunteers will not physically, sexually or emotionally mistreat or neglect a minor or adult.

Volunteers will share concerns about suspicious or inappropriate behavior with their pastor, their Principal, the Vicar General or the Bishop.

Volunteers will report any suspected abuse or neglect of a minor to the Texas Department of Protective and Regulatory Services.

Volunteers will accept their personal responsibility to protect minors and adults from all forms of any mistreatment.

VOLUNTEER OPPORTUNITIES

BOOK FAIR/LIBRARY ASSISTANCE (AS REQUESTED BY LIBRARY MANAGER)

Volunteer Responsibilities: Assist the library manager with the set up and take down of book fair supplies, inventory of book fair goods, cash register and payment of books, and in supervision of the book fair.

Volunteer Responsibilities: Assist in book repair, shelving books, library decoration, and lesson preparation.

Volunteer time commitment: As designated by library manager

Contact: Our Lady of Sorrows Front Office

Signatures Required: Front Office/Library Manager

Timeframe: September-April

LUNCH/CAFETERIA

Volunteer Responsibilities: Assist cafeteria employees in the serving of a hot lunch to the students of Our Lady of Sorrows School, supervise students during lunch periods, and assist the cleaning of the cafeteria between lunch sections.

Volunteer time commitment: 3 hours from 10:30 to 1:30

Contact: Our Lady of Sorrows Front Office

Signature Required: Front Office/Cafeteria Manager

Timeframe: September – May 19, 2016

PLAYGROUND SUPERVISION

Volunteer Responsibilities: Assist playground personnel with supervision of students during lunch recess in the school courtyard or playground as assigned by personnel. Volunteers must follow procedures and policies in regards to interacting with students during recess.

Volunteer time commitment: 2 ½ hours from 11:00-1:30

Contact: Our Lady of Sorrows Front Office

Signatures Required: Front Office/Playground Supervisor

Timeframe: September – May 19, 2016

SPORTS CONCESSIONS

Volunteer Responsibilities: Volunteers will get food and drinks from storage and keep track of sales during sports games. Volunteer will bring food and drinks back to storage and bring money back with staff to the office

Volunteer time commitment: At home games; As designated by Coaching staff

Contact: Our Lady of Sorrows Front Office/Coaching staff

Signatures Required: Front Office/Coaching Staff

Timeframe: September – April

Morning Arrival Greeters

Volunteer Responsibilities: Volunteers assist school personnel on 11th Street & 12th Street to help assist students who are exiting their cars and to help assist personnel in moving cars along after students exit.

Volunteer time commitment: 7:20-7:45 for 25 minutes

Contact: Our Lady of Sorrows Front Office

Signatures Required: Front Office

Timeframe: September May 19

Fundraisers and PTO coordinated events

Volunteer Responsibilities and time commitment: Volunteers will be given instructions by person designated as being in charge of event as to duties and time requirements.

Signatures Required: Front Office Personnel and PTO President

Timeframe: August – May 19

FAMILY NAME:

VOLUNTEER NAME:

VOLUNTEER CONTRACT

1. 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.
2. I will follow the Diocese of Brownsville's Code of Ethics during my time as both a volunteer, and as member of Our Lady of Sorrows School Community.
3. I will protect the confidentiality of students and staff members.
4. I understand that Our Lady of Sorrows School is a campus where learning is taking place, and will not interrupt classes or student activities unless noted in my volunteer description.

I have read and understand Our Lady of Sorrows' mission statement and will follow the rules, policies and procedures outlined in the Volunteer Handbook to the best of my ability.

Volunteer Signature

Date

Please sign and date, and return to the Front Office Staff.