



Dear Volunteers,

***“I have given you a model to follow, so that as I have done for you, you should also do.” John 13:15***

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of Holy Family Catholic Academy.

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.

The volunteer application process begins with participation in the Safe Environment Training (SET) provided by the school and parish of Holy Family of Nazareth and Academy. The school offers numerous opportunities throughout the month of August, and makes opportunities available to those who join our community during the school year.

Following the completion of the SET approval process, volunteers will be assigned to duties based on their responses regarding preferences, and depending upon the needs of the school.

Together let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of gratuitous service.

Yours in Christ,

Kathy Carruth  
Principal  
Janet Muelschen  
Assistant Principal

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### **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 St. Luke Catholic School.

### **Diocesan Catholic Schools Office Mission Statement**

The schools of the Roman Catholic Diocese of Dallas exist as the Church's response to the Gospel message, "TO TEACH AS JESUS DID." Each school espouses Catholic doctrine and the spirit of Vatican II in worship, community, justice, and social concerns. For a school to be Catholic, it must be seen, and it must see itself, as an integral part of the Church's mission to spread God's word and to bring all peoples to Christ, helping them to grow in faith and love. A school is designated a "Catholic" school only if it is canonically so stated by the Bishop of Dallas. The primary reason for Catholic schools to exist is to serve Catholic families in the Diocese of Dallas. All schools are to provide standards of religious and academic quality, maintaining accreditation with the Texas Catholic Conference Education Department.

### **Holy Family of Nazareth Parish Mission Statement**

"We the community of Holy Family of Nazareth Parish, are chosen as members of the Body of Christ, sent to witness His life, love and presence.

#### **Our Mission Pledge**

As members of the Holy Family Catholic Academy community,  
we will -

- ✝ Love others as Jesus loves us,
- ✝ Learn so that we will become the people God created us to be, and
- ✝ Lead others to the love and family of Jesus Christ.

## **Holy Family Catholic Academy Mission Statement**

Holy Family Catholic Academy welcomes each child in Jesus' name, developing within its students a love for God, learning and others.

### **Holy Family Catholic Academy Philosophy**

Holy Family Catholic Academy endorses the call of the Catholic Bishops of the United States 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 in the Diocese of Dallas.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

In "To Teach as Jesus Did," the United States Bishops state: "educational programs for the young must strive to teach doctrine, to do so within the experience of Christian community, and to prepare individuals for effective, Christian witness and service to others."

With this in mind, the school endeavors to provide every opportunity for children to grow spiritually, intellectually, physically and emotionally so that they can take their place as responsible members of the Church, the family and society.

## **PROCEDURES AND POLICIES**

### **Application Process**

All volunteers are required to fill out a Volunteer Application, and participate in the Safe Environment Program as outlined in Diocesan policies. This process includes a criminal background check (for designated disqualifying offences), an interview with the applicant, and phone interviews with three references provided by the applicant. Furthermore, the required yearly training involves a class designed to increase awareness of situations that place children and vulnerable adults at risk, identifying signs of abuse, and awareness of legal responsibilities. The criminal background check is run every two years.

The Safe Environment Officer for the school, Kathy Carruth, (kcarruth@hfca-irving.org) is responsible for scheduling of trainings, conducting trainings and interviews, submitting information for background checks, communicating approval or non-approval to applicants, and maintaining confidential records in a secure manner.

Trainings are scheduled throughout the month of August in order to ensure parents are eligible to participate throughout the school year. We encourage all parents to maintain this yearly August schedule. Parents who come into the community after the beginning of the school year will be accommodated with training at a later date.

For further information regarding the Safe Environment Program within the diocese, please check the diocesan website at [www.cathdal.org](http://www.cathdal.org) . You may view the diocesan Safe Environment Policy Booklet at <http://dallas.setanet.org> .

Parent volunteers must also be familiar with the policies outlined in the Parent/Student Handbook.

### **Assignment of Duties**

Both on the application itself and through surveys through the PTO, applicants will have the opportunity to indicate areas in which they would like to serve. Volunteers will be under the supervision of a teacher, Library manager, secretary or Principal or other Holy Family employee.

As with any organization that utilizes volunteers, the school reserves the right to direct volunteers into areas of need. The shared goal is the educational growth of our students. Volunteering during the school day must be for a preapproved and prearranged duty, and is based on the needs of the teacher, library manager or office personnel.

We are happy to provide a variety of volunteer opportunities, and welcome the chance to work in partnership with you. Volunteer opportunities are listed elsewhere in this document.

## **Sign in Procedure**

School visitors (volunteers, parents, etc.) must come to the main office upon arrival on campus. For safety and security reasons, each person is required to sign in at the office when she/he enters the building for any reason. All volunteers/visitors are required to wear a designated badge or sticker from the office and sign out at the time of completion of their duties. Volunteer hours are tracked by family on RenWeb.

## **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 with others. Refer any concerns to the Administration. As members of a Catholic community, conversations are expected to be born of charity. Gossip, especially gossip that harms the reputation of students, teachers, parents and administrators will not be tolerated and is grounds for the Administration to sever the School/Parent relationship, and ask the family to leave the school. All volunteers will be required to sign the Volunteer Pledge.

## **Volunteer Dress**

Holy Family Catholic Academy has very detailed expectations for student dress. Although volunteers do not have a dress code (except for front office volunteers), it is expected that volunteers reflect the image of Holy Family Catholic Academy and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and dresses, conservative blouses and tops, no workout apparel, and for the front office—no jeans.

## **Responsibility**

The Administration of Holy Family Catholic Academy 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 school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary. Volunteers are expected to be familiar with the policies as outlined in the Student Handbook.

## **Right to Amend**

Holy Family Catholic Academy reserves the right to amend this Handbook. Notice of amendments will be published for volunteers.

## **Diocesan Safe Environment Policies Booklet**

Please make yourself familiar with the Policies of the diocese at <http://www.cathdal.org/img/SafeEnviroment/SEP09.pdf>.

## **VOLUNTEER OPPORTUNITIES**

School Advisory Council (SAC)—This council serves in an advisory capacity to the Principal and Pastor in policy decisions. It is comprised of nine members selected for their commitment and talents that serve the needs of the School. Members serve for a three year term.

School Finance Council (SFC)—The council is a subcommittee of the SAC. The SFC aids the Principal in the preparation of the School's annual budget, and joins the Principal in presenting the proposed budget to the SAC for approval. Upon gaining approval of the SAC, a representative of the SFC joins the Principal in presenting the budget to the Parish Finance Committee for final approval.

Parent Teacher Partnership (PT) Board—The PTO Board facilitates communication and mutual support between the Parents and Teachers of the School. Through its fundraising efforts, the PTO helps provide funds for needed materials or special events to enhance the educational goals of the School. Positions include: President, Vice-President, Secretary, Treasurer, Fundraising Chairperson, Room Parent Liaison. A Faculty Liaison will be appointed by the Principal.

## **Fall Festival**

Chair Responsibilities: Planning, scheduling and organizing the school's largest fundraiser which takes place each Fall. The Fall Festival is a joint effort with the larger parish community. Oversee expenditures and solicit underwriters to help fund the event,

coordinate subcommittees. This represents a significant time commitment. Organizational and communication skills are a must.

***Fall Festival Subcommittee Chairs:***

**Raffle:**

secure prizes, oversee the distribution and sales of tickets.

**Food:**

Work with parish groups (food booths) to organize the acquisition of needed food items, solicit donations from vendors of food items, arrange for pick up of food, provide volunteers to run the “pantry” on day of event.

**Publicity:**

Prepare and provide materials for print advertising, radio/TV announcements, newspaper announcements.

**Bingo:**

Run Saturday evening and Sunday Bingo games. Staff events with necessary volunteers. Be familiar with games, acquire necessary materials, communicate with business office regarding Bingo license.

**Logistics:**

Plan set up of booths for event: locations, access to electricity.

**Entertainment:**

Musical entertainment and performances.

**Games:**

Work with room parents/teachers to provide space, materials needed for school game booths.

**SPRING GALA**

Chair Responsibilities: Oversee the dinner/dance/auction run solely by school parents. Research venues. Manage the budget, run committee meetings, supervise committee chairs. This represents a significant time commitment.

***Gala Subcommittees:***

**Publicity**

**Auction**

**Entertainment**

**Print (Tickets, programs)**

**Raffle**

**Decorations**

**Ticket Sales**

## **Other Opportunities**

**Book Fair:** Schedule book fair, set up library, schedule volunteers, advertise.

**5K Race/Walkathon:** Chairperson plans and organizes the event. Manage budget, solicit sponsors and volunteers. Coordinate subcommittees to manage: track, refreshments, pep rallies, advertising, prizes, and bookkeeping.

playground volunteer, must help enforce. The following expectations are established with the goal of **Box Tops:** Chair coordinates volunteers to help advertise program, collect, count and process the box tops and labels.

**Room Parent:** Act as a link between the teacher and parents to communicate information. Volunteers organize Halloween, Christmas and Valentine classroom parties and assist with materials and activities as requested by teachers. Also helps teacher with student/class project for the Gala Auction. There is a one-hour orientation meeting at the beginning of the school year.

**Uniform Re-sale:** Chair coordinates and organizes the used uniform sale held at the beginning of August. Work with volunteers to sort and hang donations. Washing of some donations may be necessary.

**Booster Club:** Chairperson coordinates supporters of the Athletics program in their fundraising efforts, with the support of the Athletic Director. Booster Club consists of all parents whose children participate in the sports program, along with other interested parties. Schedule manning of the concession stand during all games hosted at Holy Family gym. Aid in other fundraising efforts. This vital club raises funds to pay Athletic Director stipend, purchase uniforms and equipment, and maintain our program.

**Lunch/Recess Supervision:** Cafeteria: Provide student supervision in the cafeteria, working with staff members on duty, to provide a safe, enjoyable atmosphere in the cafeteria. Remind students of proper etiquette, oversee student cleaners, aid smaller children. Recess: oversee students on playground to ensure student safety, fair play, and Christian attitude. When recess must be held indoors, circulate through classrooms to help supervise students. ***REMINDER: for both staff and volunteers, recess duty is not a time to be engaged in social conversations. All attention must be focused on children as you circulate around the playground. See Playground Behavior Expectations below.***

## **Playground Behavior Expectations**

As a guide to help you with Playground Supervision, the following information outlines the expectations we have for our students, and which you, as a providing a safe, Christian atmosphere for our students as they play and exercise.

1. Students are to treat each other with respect in word and action.
2. Teachers/Volunteers have the right and responsibility to stop a game or activity which becomes unsafe or a source of unchristian behavior.
3. Students may not throw items such as rocks or acorns at each other or the building.
4. Students must stay within the fenced area, unless there is adequate supervision to provide for an adult to supervise play on the parking lot for basketball.
5. Consequences for disruptive, unsafe, or unkind behavior may include time out, loss of recess privileges. Volunteers at lunch recess should make sure teacher is aware of infractions.
6. Teachers or Volunteers who are supervising children on the playground are not to be engaging in social conversations with other adults on the playground, but should be circulating amongst the students.
7. Children in need of restroom facilities is to inform the playground supervisor of the need, and one supervisor should stand near the exterior door of the restroom until the child returns.
8. UNDER NO CIRCUMSTANCES SHOULD CHILDREN BE ALLOWED TO GO IN AND OUT OF THE RESTROOMS UNSUPERVISED, WHETHER ALONE OR IN GROUPS.
9. Playground volunteers are to be treated with respect at all times.
10. At noon, all students on the playground should cease play and participate in the praying of the Angelus.

## **Guidelines for Class Parties**

Students at Holy Family Catholic Academy have three class parties each year: Halloween, Christmas and Valentine's Day.

**Date and Time:** Parties are scheduled at the beginning of the school year, and are listed on the school calendar. The parties are scheduled for the last 1 hour and 15 minutes of the school day. This includes 15 minutes of clean up time.

**The Party:** the schedule for the party is worked out between the classroom teacher and the homeroom parent, but generally includes finger foods, drink, and time for holiday games or a craft.

**Goody Bags:** One good bag may be distributed as the students are dismissed for the day. The goody bags should be modest, and of average size. We encourage items such as holiday pencils, stickers, etc., rather than an abundance of candy.

**Room Parent Responsibilities:** The room parent (with input from the teacher) will send out "needs" lists for the party specifying what is needed. This should include the food, drinks, paper plates, napkins, cups and items for goody bags. These should be divided among the parents to avoid duplication. Room parents and teachers must communicate to classroom parents' restrictions on bringing gifts, goodies, candy, etc. All must be aware of food and other allergies. The parties should not vary drastically between classrooms.

By celebrating Christ's birth at Christmas, or the expression of love at Valentine's Day, we must be mindful as a Catholic school to avoid fostering any sense of greed among the students.

Sample sign-up sheets for donating items/food for parties will be available in advance of party dates from the PTO Room Parent.

## ***Volunteer Parent Duty***

### **Parties**

All grades (PK-8) have 3 parties throughout the year: Halloween, Christmas and Valentine's.

Room Parents need to do the following: Supply a class sign up list for items you want donated.

**Halloween/Christmas:** cookies/cupcakes, fruit tray, vegetable tray, chips, juices, paper goods and enough candy for **one** goodie bag for each child. Students in grades 6-8 are allowed to have Soda and will have their party together in the cafeteria

Pizza will be provided by the school for the Christmas party only. Parents/family attending must be Safe Environment trained.

### **NO GIFT EXCHANGE**

**Valentine's:** List of student's names to exchange Valentine cards to each child. Cookies/cupcakes, fruit tray, vegetable tray, chips, juices, paper goods and enough candy for **one** goodies bag for each child. Students in grades 6-8 are allowed to have Soda and will have their party together in the cafeteria.

Parties usually begin at 2:00pm. Parents/family attending must be Safe Environment trained.

### **NO GIFT EXCHANGE**

### **Fall Festival**

A parent sign up sheet. Times are from 10am-8pm, Saturday and Sunday. All times must be covered for your booth. Times need to be in 2 hour increments. All parents must sign in when they volunteer. Parents may be asked to help cover another booth if needed.

Booths will have a specific theme and booths will be assigned. All decorations and type of booth must be approved by the principal and Fall Festival Planning Committee.

### **Kindergarten Graduation Reception**

Parents of the kindergarten are responsible for a small reception after Kindergarten graduation.

A parent sign up list is needed. Parents are responsible for decorations, cake, mints, finger sandwiches, chips, punch (not red) fruit tray, vegetable tray, and paper goods. Set up and clean up.

### **First Communion Reception**

The **first grade parents** are responsible for the First Communion Reception. A parent sign up list is needed. Parents are responsible for decorations, cake, mints, finger sandwiches, chips, punch (not red) fruit tray, vegetable tray, and paper goods. Set up and clean up.

### **8<sup>th</sup> Grade Dinner Play**

The **7<sup>th</sup> grade parents** are responsible for the dinner, cooking and serving. A parent sign up list is needed. Depending on what the menu is, the parents will provide the food, paper goods and decorations. A parent is also needed to sell snacks during intermission and will need to be at the door to sell tickets for both evening performances.

### **8<sup>th</sup> Grade Graduation Reception**

The **7<sup>th</sup> grade parents** are responsible for the reception. A parent sign up list is needed. Parents are responsible for decorations, cake, mints, finger sandwiches, chips, punch (not red) fruit tray, vegetable tray, and paper goods. Set up and clean up.

### **Thanksgiving Luncheon**

The **8<sup>th</sup> grade students and parents** will be responsible for the cooking, serving and cleaning for the luncheon. A sign up list is needed. The parents are asked to bring decorations, a 12lb fully cooked turkey (not smoked), 5lbs. of cubed potatoes, cooking utensils, towels, dish soap, roasters, mixers, etc. The school will provide the vegetables, dessert, bread, butter, paper goods, etc



*Holy Family Catholic Academy welcomes each child in Jesus' name, developing within its students a love for God, learning and others.*

### **VOLUNTEER PLEDGE**

I pledge to volunteer my time and talents in service  
To the children of  
Holy Family Catholic Academy

I will uphold the expectations of the role of volunteer by  
Observing guidelines outlined in the Volunteer Handbook and by being committed to my  
duties.

I promise to respect the confidentiality of the students, faculty and staff.  
I have read and understand the mission statement of the School and will follow the rules,  
policies and procedures outlined in the Volunteer Handbook to the best of my ability.

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Child(ren) Name(s)

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Volunteer Signature

Date