

# **OLV VOLUNTEER HANDBOOK 2012-2013**

## **Our Lady of Victory School**

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

Dear Volunteers,

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of Our Lady of Victory School.

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 forms are available online through the school website: [www.olvschooldc.net](http://www.olvschooldc.net). Please complete the forms (print them out if accessed online) and return them to the school office.

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.

In gratitude,

Sheila Martinez  
Principal

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"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 OLV.

## **Diocesan Schools Mission Statement**

The Catholic schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students.

## **Our Lady of Victory Parish Mission Statement**

Our mission is to faithfully embrace and promote the values and teachings of Christ through worship, education and service to others.

## **Mission Statement of Our Lady of Victory School**

Our Lady of Victory School commits to a Catholic learning environment that promotes scholarly excellence and fosters moral and spiritual growth. OLV partners with parents to prepare students to **learn today and lead tomorrow.**

## **PROCEDURES AND POLICIES**

**ALL volunteers must be certified through the *Protecting God's Children Program* of the Archdiocese of Washington. Please contact the school counselor ([counselor@olvschooldc.org](mailto:counselor@olvschooldc.org)) or school office ([admin@olvschooldc.org](mailto:admin@olvschooldc.org)) for forms and information. Please also be aware that this process may take several months; all parents are advised to begin the process upon enrollment.**

## **CHILD SAFETY & LEGAL ISSUES**

*\*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 encompasses both school and church*

### **Guidelines for the Supervision of Minors**

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

1. Church personnel are responsible for taking attendance at the start of an activity and 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. Students may not be released to the parking lot or other external areas unless written permission is on file in the school office.
2. Students who are not picked up at the designated closing time should be checked into the after-care program by an adult. If the event ends after 6:00pm (or after-care is not in session), the volunteer is responsible for calling the parent or emergency contact and waiting for the pick up.
3. Programs for minors should not be administered by only one adult without additional adult supervision.
4. Church personnel should report uncontrollable or unusual behavior of minors to parents and school administrators as soon as possible.
5. Facilities should be monitored during church services, and all school and other activities.
6. Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
7. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property.
8. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.
9. The archdiocesan publicity release form only covers official use of any photos, images or likenesses. Any photos taken may not be posted to an individual's website or blog without approval from the Archdiocese of Washington.

## **School Office Hours**

The school office is open on all school days from **8:00am – 4:00pm**.  
The After-Care program operates from 3:00 – 6:00pm.

## **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 to return the badge and sign out at the time of departure. Volunteers whose positions require a time commitment outside of school hours must prearrange a time to collect the appropriate keys from the school office.

## **Sign-In Procedure for Children in a Parish Sponsored Group**

Written attendance must be taken at the beginning of each meeting. At the end of the meeting, the leaders of the group are responsible for seeing that each child is collected by a designated adult, signed into after-care or dismissed according to a pre-arranged plan. **Children may never be left unattended** – parent contact information must be collected prior to the start of any on-going activity.

## **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 outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge.

## **Volunteer Dress**

Our Lady of Victory School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement

(except for front office volunteers), it is expected that volunteers reflect the image of Our Lady of Victory School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, no workout apparel, and no jeans in the front office.

## **Responsibility**

The Administration of Our Lady of Victory School 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. Volunteers are responsible for the safety and well-being of the children in their care. As such, appropriate supervision must be provided. Pre-school age children are not permitted to accompany parents to volunteer commitments without prior arrangement. Siblings of students involved in an activity may not "wait" in the activity space without a parent.

## **Facility**

For groups / events held in classrooms during a weekday between 8:00am and 6:00pm

- Furniture may be rearranged as desired but must be replaced to original positions
- Tables should be wiped down and floor debris should be picked up prior to departure
- Trash should be placed in the provided receptacles / recycling bins
- Lights off and doors closed at the end of the activity

For groups / events held in classrooms or Hess during a weekday after 6:00pm or on a weekend

- Key pick-up and drop off arrangements must be made through the school office prior to the event
- Furniture may be rearranged as desired but must be replaced to original positions
- Tables should be wiped down and floor debris should be picked up prior to departure. If using a space without carpet, please use dry floor mop located in the hall closet when needed.
- Trash should be placed in the provided receptacles / recycling bins. If large kitchen trash cans are used, cans should be

- emptied and full bags should be placed in the dumpster behind the school library.
- When kitchen / kitchen equipment is used, all items should be washed, dried and returned to original locations
  - Food items must be removed or clearly labeled for a future event
  - Decorations must be removed unless prior arrangements are made
  - All spaces used must be returned to original or "better" conditions
  - Lights should be turned off and all doors must be locked prior to departure

### **Inclement Weather: OLV follows MCPS**

If it should be necessary to close the school because of weather conditions, an announcement will be made via the media. School closings will be posted on local TV / radio station. All school related activities and events will follow the cancellations outlined by MCPS.

### **Right to Amend**

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

## **VOLUNTEER OPPORTUNITIES**

### **STUDENT GROUP LEADERS**

#### **Boy Scouts / Girl Scouts , Language Clubs, Special Interest Groups etc.**

Please refer to the child safety and facility sections for basic guidelines. Be sure to contact the school office and national organizations for specific requirements to start and/or maintain a group.

# **ROOM PARENTS**

## **Room Parent Role**

- Communicate opportunities, large and small, for parent involvement.
- Assist the teacher in coordinating volunteers or donations for classroom activities or field trips.
- Make sure parents are well informed about the academic activities and the school sponsored religious and social activities in which their children are participating.
- Help the chairperson for your class HSA event solicit volunteers or donations, and provide the class email list or forward email notifications for other HSA social or fundraising events.
- Please note that all room parents, chaperones and volunteers must be in full compliance with the archdiocesan child protection policy.

## **Classroom Communications**

A Parent Contact List should be provided in each classroom for parents to tell you how to best communicate with them. Please have all parents check this list. After back-to-school night, you should end up with a list of emails and hopefully a very short list of parents who would rather communicate via phone.

- Please finalize the report after back-to-school night by following up with any parents who may not have been there and making sure it is complete. Give the final report to Susan. A final copy will be given back to you and your homeroom teacher.
- An email distribution list will be sent to you and your homeroom teacher.

The room parents or the homeroom teacher can use the class email list to send class news or to solicit classroom volunteers for field trips or other events. The HSA event chair for the class will also get the class email list.

When you send an email to the class, print out copies for the parents who don't have email and have it sent home in their child's back-pack.

## **Class Parties**

Room parents will be responsible for coordinating special snacks for the following class parties: Halloween, Thanksgiving, Christmas, Valentine's Day, Saint Patrick's Day, and the End-of-Year class party.

**Please Note:** Grades 4 – 8 will not use class time for parties except at the discretion of the homeroom teacher. Special snacks brought in for grades 4 – 8 must always be peanut free individual items that can be distributed by the students at recess, lunch or pack-up time.

Nursery – 3<sup>rd</sup> Grade will be limited in their use of class time for parties. The general rule is that parties will take place from 11:15 AM – 12:00 PM on early dismissal days and 2:15 – 3:00 PM on full days.

Room Parents should coordinate with the homeroom teacher to confirm the date and time of the class party and organize the food, drinks, and paper products for the party (you can create a sign-up sheet for volunteers and donations at back-to-school night).

Please make sure that all parents understand that any other special snacks they wish to send to school:

- Must not contain peanuts or other nuts
- Must not require refrigeration
- Must be cupcakes or other individual treats that can be handed out by the student during recess (no cakes)

## **Student Birthday Parties**

In an effort to maintain a strong academic program, birthday parties are not allowed during school hours. Parents may send in cupcakes or cookies (no cake) which will be distributed at recess.

Parents should always check with the homeroom teacher first before sending in a special snack to avoid scheduling conflicts.

## **Class Gala Basket Donations**

Class baskets will be prepared by the homeroom teacher. The teacher will collect monetary donations (approx. \$10 per child), select a theme for the basket, and purchase the items. The room parent can support this endeavor by promoting the basket and encouraging families to purchase tickets to the gala. Additional gala information is sent home throughout the fall months.

## **HSA Class Events**

Each class is responsible for hosting an HSA event that has a class chairperson separate from the room parent. It is helpful to connect with the chairperson to help solicit event volunteers as not every parent in the class will be able to attend and assist.

## **Teacher Gifts**

Traditionally, the room parent collects money from each family to buy a Christmas and an end-of-year gift for the homeroom teachers, usually about \$10 per gift. Parents should not feel obligated to contribute, and the room parent should not feel required to make up the difference. Please limit spending for these gifts to @ \$10 / child in the class (@\$150.00) so that all teachers will be getting reasonably similar gifts. One very popular idea is to purchase the teacher a gift card from the OLV scrip program. The total for the year should be \$20 (\$10 at Christmas and \$10 at the end of the year).

Please also remember that families are welcome to give gifts on their own, and that the group gift idea is supposed to make it easier on everyone to give the teacher a nice gift.

**Please encourage students to write thoughtful cards to the teacher.**

## **Teacher Birthdays**

In an effort to celebrate in a meaningful yet reasonable manner, classes are asked to take a turn bringing breakfast in, for all of the teachers celebrating in a given month. This requires the room parent to ask for two or three volunteers to bring in two dozen bagels and/or doughnuts, coffee and paper products on the first Friday of the month.

8<sup>th</sup> Grade – September

N & PK – June, July, August

7<sup>th</sup> Grade – October

6<sup>th</sup> Grade – November

5<sup>th</sup> Grade – December

4<sup>th</sup> Grade – January

3<sup>rd</sup> Grade – February

2<sup>nd</sup> Grade – March

1<sup>st</sup> Grade – April

K – May

## Back-to-School night checklist

- o Class email list or phone preference
- o Identify the HSA event, date and chair for your specific class
- o Notify about class money collections
- o Class party sign-up sheets (and class party, special snack rules)
- o Class Field Trip sign-up sheets

Thank you for all you do to help classes run smoothly and happily!

# **HOME AND SCHOOL ASSOCIATION**

## **HSA Event Chairs**

OLV's parent organization has a three-fold purpose: to foster communication among parents, to establish communication lines between the school and the home, and to offer service to the school.

## **Roles and Responsibilities**

- Publicity of event – 6 weeks in advance, blurb for newsletter each week leading up to the event
- Check H.S.A. box in school office for returned flyers with commitments from families; however, lots of families don't return this so don't take it as a firm head count – see notes in your books
- Check with H.S.A coordinator about decorating bulletin board for event
- Coordinate parent help (some people have used online collaboration tools, others have put a sign up list on door to classroom, room parents are great resources for getting help lined up)
  - To Purchase Supplies – Follow the budget guidelines and keep receipts!!
  - To Staff the Welcome Table at the event (Sock Hop, Breakfast with Santa, F/D dance, M/S basketball) – Get list from school office of families that have/have not paid H.S.A. dues and cash box. Check off families as they arrive; collect dues or fees from families that have not paid
  - To Help with Setup/Decorations – You might want to get keys to Hess if you need to get into the building early on event day or beforehand to decorate
  - To Help with Cleanup – LOCK DOORS and Check ALL doors! If you have gotten keys, return to school the next morning or give to the principal or vice-principal at the event
- Cash Box/Money – If you have collected any H.S.A. fees (or money from Breakfast with Santa's secret shop etc.), keep track of how much you receive from who and return cash box to the school office after the event or check with school administrators at the event
- Follow up with H.S.A. coordinator after the event to note successes / challenges
- Turn in all receipts and fill out check request form in the school office within 2 weeks
- Place a thank you email/blurb in newsletter
- Update book electronically and give notes to H.S.A. Coordinator
- Return the hard copy to the H.S.A. coordinator
- Keep track of the budget and donations
- H.S.A. Closet, Kitchen Supply Closet – make sure they are neat and locked
- Check the instructions in the kitchen on How to Make Coffee
- Books – Update, Can Make Changes

### **For School Assistance**

School Secretary – Keys to supply closet (downstairs), reimbursement book, cash box

School Vice-Principal – Help with arranging cleaning crews, materials, keys

School Principal – Reimbursements, advance checks/deposits, keys

### **HSA EVENTS AND HOSTING GRADES**

NEW STUDENT ORIENTATION (August – Independent Rotating Chair)

BACK TO SCHOOL PICNIC (September – 8<sup>th</sup> Grade)

SALLY FOSTER (September / October – Middle School Chair)

BACK TO SCHOOL NIGHT (September – School Board)

HALLOWEEN SOCK HOP (October – 2<sup>nd</sup> Grade)

BREAKFAST WITH SANTA (December – 5<sup>th</sup> Grade)

CATHOLIC SCHOOLS WEEK (January – Kindergarten)

CONFIRMATION RECEPTION (February (every other year) – 6<sup>th</sup> Grade)

MOTHER SON B-BALL COMPETITION (March – 3<sup>rd</sup> Grade)

FATHER DAUGHTER DANCE (April – 4<sup>th</sup> Grade)

FIRST COMMUNION RECEPTION (May – 1<sup>st</sup> Grade)

FIELD DAY (May – Pre-Kindergarten)

8<sup>th</sup> GRADE GRADUATION (June – 7<sup>th</sup> Grade)

## **CYO COACHES**

### **CYO Coach Motto**

Coaching our kids to do their best, improve their skills and display moral values.

### **CYO Coach Guidelines**

CATHOLIC YOUTH SPORTS AND CYO: TEACHING GOSPEL VALUES THROUGH SPORTS

CYO sports is about helping young people be more Christ-like in how they live their lives. This simple phrase is at the heart of why Catholic Youth Sports Programs Exist. This is also the measure of success through which

programs be implemented and evaluated by players, parents and coaches. In the American Sport Education Program (ASEP) book entitled *Catholic Coaching Essentials* (December 2006), a compelling vision and understanding of Catholic Youth Sports identifies these 4 building blocks as the foundation of Catholic youth sports.

### **1. Sports as Youth Ministry**

Catholic parish and school athletic programs must be intentionally connected with the mission and values of the Gospel. An essential question is this: How does your Catholic youth sports program enhance, animate, or violate the mission and values of your parish and school.

### **2. Coach as Youth Minister**

When sports programs are rooted in the mission and values of the Gospel, the Coach becomes a youth ministry leader who is ministering (*Respond to the needs of young people and involve young people – with their gifts and energy in the life of the community - “Renewing the Vision – A Framework for Catholic Youth Ministry”*) to young people on behalf of the faith community.

### **3. Team as Christian Community**

The team experience is where Christian faith is lived in practical ways (caring, forgiving, encouraging, settling conflicts peacefully, supporting, loving, and challenging each other). That connects the individual and team with Gospel values and beliefs.

### **4. Parents As partners**

In Catholic sports programs we recognize that parents are to be active partners to foster the mission of Catholic youth sports. This requires active work with parents identify what is and is not acceptable while working together to always keep the value of the child growing in faith as central to all considerations.

Adapted with permission from Greg Dobie Moser, Executive Director of the National Center For Catholic Youth Sports

## **CYO Coach Responsibilities**

Please refer to the child safety and facility section of this handbook as well as the supplemental rulebook for a specific sport at [www.washcyo.com](http://www.washcyo.com).

## **VOLUNTEER PLEDGE**

I pledge to volunteer my time and talents in service  
to the children of  
Our Lady of Victory School.

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.

I promise to respect the confidentiality of the students, faculty  
and staff.

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

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Volunteer Signature

Date

***Please sign and date, and return to the School Office with your  
application.***