



SAINT  
PETER'S  
SCHOOL

# Parent Volunteer Handbook

School Year 2016-17

St. Peter's School  
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*Anchoring today's child in Christian virtues*

## Welcome

A large part of the success of our school depends upon the support and involvement of you, our parents. St. Peter's wants to put the "volunteer" back in volunteer hours. Instead of mandating a certain number of hours or money from you, we ask you to volunteer to contribute what is best for you. Everyone has different resources, abilities, and interests so you should pick something that suits you.

To organize and capture your information regarding what you can volunteer for, we use the web-based sign-up software called Sign-Up Genius. From time to time you will receive an email from Sign-Up Genius telling you about an event that is coming up and the requirements of the event to include both supplies and manpower. Please look through the assignments and pick one that suits you. We will have both fund raising events and community building events throughout the year that will require your help.

Remember, this is your school and it will only be as successful as the energy that we all put into it. We are confident every parent wants the school to succeed and will step up when the time comes to volunteer. We have the utmost faith in our school community and we're sure your conscience will lead you accordingly.

## Important Information

Before volunteering to work at school, there are three small requirements.

1. You must fill out an Archdiocese volunteer application, which is available at the school.
2. You must have a background check, which can be done at school with Mrs. Richards the Admissions Director.
3. You must attend an Archdiocese Child Protection class, which are held in the evening at various locations throughout the year. You are required to attend one (1) three-hour session. The session locations and times are posted on the Archdiocese of Washington website [www.adw.org](http://www.adw.org).

## School Hours

The school office is open on all school days from 7:30 a.m. – 4:00 p.m. Students in grades Pre-K through 8 are in class from 8:15 a.m. – 3:15 p.m..

## Sign-in Procedure

All school visitors must come into the school 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.

### **Dependability**

The school relies on your support. We ask that you follow through on tasks by attending 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 teachers, parents and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the administration.

### **Volunteer Dress**

St. Peter's School has a very detailed expectation for student dress. Although, volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Peter's 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 if working in the school offices.

### **Responsibility**

The administration of St. Peter's 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. Pre-school age children are not permitted to accompany parents to volunteer commitments without prior approval of the administration.

### **Inclement Weather**

When schools are closed or delayed, the information will be available by 6:00 a.m. on local stations, and Washington D.C. radio and T.V. stations. We follow Charles County procedures. In addition, the Rediker notification system will be initiated to contact all families.

### **Volunteer Opportunities**

St. Peter's School has a wide variety of volunteer opportunities. Below is an example of many of these opportunities and we encourage each family to participate in as many of them as possible. If these volunteer opportunities do not meet your work schedule and you believe you have a talent or can provide a desired service to the school, you are encouraged to contact the administration.

#### **❖ Book Fairs**

Recruit and schedule volunteers, organize student promotions, develop and place media ads, distribute communications to families and manage the book fair shopping days.

❖ **Box Top Coordinator**

Collect box tops from school collection center and count, cut, and prepare box tops for mailing for school credit.

❖ **Destination Imagination (DI) Coaches**

Work with students in teams to help develop their problem solving skills through teamwork. Prepare activities for meetings with students. Guide student members in problem solving for their team challenge at the county competition. One team Coach is needed for each DI team.

❖ **Parent Teacher Organization (PTO)**

Serve as member of the PTO board. Responsible to act as a chair of one sponsored PTO event.

❖ **Lunch Monitor/Recess Duty**

Supervise children at lunch and recess, rain or shine.

❖ **Mentor Program**

Mentor a new family during their first year at St. Peter's School. Volunteers will welcome families new to St. Peter's prior to the start of the year, and will continue to answer questions and serve as a resource after the start of school and throughout the year.

❖ **PTO Liaison**

Each classroom needs at least one (preferably more) parent to organize and maximize the efforts to ensure fund raising events for the year are successful. Additionally, they help plan, prepare and attend class parties and various classroom functions throughout the school year.

❖ **School Advisory Board (SAB) Members**

Serve as member of the SAB board. Attends monthly meetings.

❖ **Sports**

St. Peter's will participate in both fall and spring sports such as volleyball, soccer, track and softball. Coaches, referees, concession workers, and field maintenance workers are needed.

❖ **Fundraising Events**

In addition to the above, volunteer opportunities for the following major school fundraisers are held throughout the year. Planning for these fundraisers takes several months and requires tremendous school community support.

➤ Fall – **Race for Education**

❖ **Community Building Events**

- Back to school Potluck
- Trunk or Treat
- Movie Night
- Breakfast with Santa