

VOLUNTEER HANDBOOK

One thing that makes Good Shepherd School so great is the tremendous support provided by our many volunteers. Thank you for your gift of time, treasure, and talent in the service of our school. You are a valued member of our school community.

Volunteer Requirements

All volunteers working with students must have obtained the necessary DPW child abuse and State Police criminal history background checks. Volunteers also must have filled out the necessary Harrisburg Diocese forms and did the online training from the University of Pittsburgh. (Packets of information and forms are available in the School Office.) Helen Kantes, our school office manager, can help anyone with questions about clearances (hkantes@gsschpa.org). Finally, volunteers must have obtained a TB test and submitted the results to Mrs. Asken if they will spend more than 10 hours per week in direct contact with children.

If you plan to drive students for a School event, you must provide an insurance information form (available in the School Office).

Volunteers who have fulfilled the necessary requirements will be issued a GSS volunteer badge. These can be picked up at the School office. They are to be worn whenever you are volunteering at the School. Admission to the school will not be permitted without a badge.

General Guidelines

- Treat others the way Jesus would treat them
- Arrive on time and perform assigned tasks
- Sign in and out in the Volunteer Log Book at the entrance (to the right when you enter)
- Wear your “Volunteer Pass” during your visit
- Remind the children to remain quiet and walk orderly in the hallways
- Maintain a sense of humor
- Make every effort to carry a positive attitude from the School to the community
- Encourage the students to behave according to the Rules of Conduct stated in the School Handbook
- When the children behave well, be sure to compliment the children and tell the teacher

Confidentiality

Respect the confidentiality of all information and activities relating to students and others in the school. Please refrain from discussing private and personal matters with others during your volunteer time.

Supervision

Supervision is both a mental and physical activity. Keep your attention on the students. Conversations with parents and teachers should be kept to a minimum. Please refrain from using your phone while assisting with the supervision of students.

Commitment

Your contribution of time is essential to the smooth operation of the school day. If you are unable to be present during your committed hour, please arrange a replacement by calling another parent in your class or notifying the Room Parent so that they can arrange coverage for you.

Attitude

The treasure of your smile, kind words, energy and support should be used to promote a positive attitude in our school. Remember to enjoy the children. Students enjoy having their parents participate in their education as a volunteer.

Lunch Duty

One of the most common ways for parents to be involved as a volunteer is as a lunch/recess monitor. Volunteers for lunch duty are very important and help us maintain a safe, supportive environment for our students. The lunch and recess period is when the teachers eat their lunch, take a short break, and set up their classrooms for the afternoon activities. Here are some of the responsibilities with lunch duty:

- Teachers will bring their classes to the cafeteria and you should report there, unless it is raining. In the event of rain, report to the teacher's classroom if your class has recess before they eat lunch.
- Supervise the students during lunch and recess (indoors or outside).
- Distribute milk and water to younger students (teachers have a list of who is to receive them). Older students will get their beverage as they enter the gymnasium.
- Help students with thermoses, opening of packages, etc., and encourage them to eat their lunch--especially in the younger grades.
- Students should remain seated and using "indoor voices" during lunch
- Students should ask to be excused from the lunchroom for restroom breaks. Allow only two at a time.
- If a student begins to choke, please perform the Heimlich maneuver or immediately locate someone who is capable of performing it.
- When the children are finished eating, please pick up all trash, clean the tables, and sweep the floors in your student area (Upper classes have assigned students who must clean the tables and seats).
- When the students have finished eating, they are to sit away from the tables being cleaned.
- Students should sit quietly and keep their hands to themselves.
- The students will be dismissed in an orderly fashion by class.
- Teachers or classroom aides will dismiss the students.

Computer Duty

When assisting with computer duty, the computer teacher will provide you with instructions on how to assist students with the activity of the day. If you arrive early, please wait in the School Office rather than in the hallway .

Frequently Asked Questions:

1. What if a child forgets his lunch or has no beverage?

Alert the School Office so that a parent may be contacted, if not already done. Mrs. Kantes or Dr. Fry can authorize a student be provided a hot lunch if a parent is not able to bring in a lunch for their child. Lunches that have been dropped off by parents are left on the table by the volunteer sign-in sheet. Students may purchase a drink during lunch. There is a blue piggy bank for this money near the serving line.

2. What are my responsibilities when the students are outside for recess?

Volunteers must remain on the playground for the entire recess and should position themselves in a way that all areas are monitored. Chatting with others and using cellphones should be kept to a minimum so that you can observe the children and intervene when necessary.

All students must remain on school property. If a ball enters a neighbor's yard or goes into the street, it is not to be retrieved by a student. The ball is lost until the neighbor returns it. Balls that go outside of the fenced in area but are still on GSS property may be retrieved by an adult. If the weather allows, the students should play with balls on the soccer field. (The School Office will let you know if the students can play on the field.)

3. What do I do if the students have indoor recess?

On days the weather or special events prevent the children from going outdoors, recess will be held in the gym or in the classrooms. Please ask your teacher for directions regarding indoor games in the classroom. Remember to use quiet "indoor" voices.

4. What do I do if a student gets injured?

If a serious injury or any questionable injury occurs, **DO NOT MOVE THE CHILD**. Immediately send two students to the nurse for assistance. The nurse will come to the injured child and assess the situation. If a minor injury occurs, send the child, accompanied by a classmate, directly to the nurse. If in doubt as to the seriousness of the injury, wait for the nurse to come to the child.

5. What do I do if a student does not behave?

If a child chooses not to follow the rules and acts inappropriately, their behavior needs to be corrected. First, give a verbal warning directly to the child. If the child continues to act inappropriately, you can choose to issue a "time out" or separate the child (children) from the group. If a child chooses to disregard your direction, send the child to the School Office. Always report misbehaviors to the classroom teacher.

6. What do I do if I am a volunteer for a class field trip?

The volunteer is responsible for the students' safety. Please respect and enforce the School's rules of conduct. Please do not bring siblings on the trip. Your attention needs to be focused on the students.

7. What if there is an Emergency in the School?

Become familiar with the Evacuation procedures. Emergency procedures and fire exits are posted in each classroom, the gym, and the library. Note the locations of the fire alarms and fire exits within the area you are volunteering. Most importantly, in the event of an emergency situation, STAY CALM!

Cafeteria emergency procedures:

During the event of fire or other emergency evacuation, the children in the cafeteria will exit the School through the gymnasium doors. (The Office doors are to be used by the upper grades' classrooms.)

If we are engaged in a "lock-down" emergency, several steps must be taken:

- (a) Immediately lock all doors leading to the entire Cafeteria
- (b) Have the students sit on the floor under the tables
- (c) Tell the students to remain totally QUIET
- (d) Remain in the hiding position until the "all clear" is given