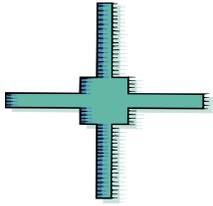




FAMILY PARTICIPATION PROGRAM
and
VOLUNTEER HANDBOOK
2017-2018

“The mission of the St. Paul Parish School Family Participation Program is to involve our parents in the active support of St. Paul Parish School through the combination of fundraising and program service activities.”

*St. Paul Parish School
1201 Satre Street, Eugene, OR 97401
541-344-1401
www.saintpaul-school.org*



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 St. Paul Parish 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 Coordinator for the school is Mrs. Annie Posen. She can be reached at aposen@saintpaul-school.org. Mrs. Cissy Kast manages background checks and the Called to Protect program. If you need assistance in this area, you may reach her a ckast@saintpaul-school.org. You may also contact either one of them by calling the school at 541-344-1401.

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,

Kelli Braud
Principal

Family Participation Program Statement

“For the Son of Man came not to be served but to serve...” (Mark 10:45)

St. Paul Parish School is a family-centered school in which parents form an integral part of all our educational and spiritual programs. The Family Participation Program (FPP) is established to allow and encourage parental involvement and support efforts to reduce tuition costs associated with operating a school facility. It is the intent that all parents be afforded the opportunity of participation in events/activities that support their interests and talents.

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 Family Participation Program and Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at St. Paul Parish School.

Mission Statement of St. Paul Parish School

St. Paul Parish School provides a Catholic education fostering excellence through the spiritual, intellectual, social, and physical development of each student in a safe and nurturing environment.

Philosophy

St. Paul Parish School is a community deeply rooted in the teachings of Jesus Christ expressed in the doctrine and tradition of the Roman Catholic Church. Students are called to proclaim the Gospel through words and actions. We believe spiritual, intellectual, social, and physical growth is fostered through the partnership between home and school. St. Paul Parish School has a comprehensive, challenging curriculum that promotes life-long learning and emphasizes respect, personal responsibility, and service.

PROCEDURES AND POLICIES

Hour Requirements

Each St. Paul Parish School Family is contractually expected to donate the number of hours as outlined below:

- Kindergarten through 8th grade families – 40 hours/year
- Preschool and pre-kindergarten families – 20 hours/year

A family may donate a service (such as plumbing, electrical, carpentry, etc.) that reduces the budgeted costs of the school, and hours will be credited at the \$20/hour value. The services must be deemed necessary, and crediting is at the discretion of the principal.

St. Paul Parish School recognizes that individual family circumstances may prevent fulfillment of hours without hardship. In order to assist a family in meeting the FPP requirements a partial waiver or alternative to established activities may be made by approval from the school principal. Parents may choose to fulfill their FPP requirements by submitting a payment of \$20/hour by June 30.

Recording of Hours

It is the responsibility of each individual family to record their volunteer hours in a timely manner. The FPP Log Book is located in the front office area. All hours must be logged by June 15. Any unfulfilled hours will be billed and due by June 30. Unpaid billed hours as of June 30 will be added to next school year's tuition contract.

Volunteering for St. Paul Church

Upon approval from school administration, hours volunteered for St. Paul Church may count towards FPP hours.

Volunteer Hours that Don't Apply

Outreach programs teach our children the value of community service and parental support models the importance of this value, therefore, any fundraising or service hour associated are not applicable towards FPP hours including, but not limited to, the following:

- Project Starfish
- Christmas Hospitality
- Classroom Service Projects (i.e. 7th Grade Africa Project)
- Service Project Field Trips (i.e. 8th Grade Service at Catholic Community Services, 3rd & 7th Grassroots Gardens)

If you have questions regarding if volunteer hours will apply, please contact the Volunteer Coordinator.

Gratuitous Service

Volunteers to St. Paul Parish School choose to volunteer without an expectation of anything in return. Serving in the ministry of Catholic education is a privilege and not a right. The principal reserves the right to discontinue the services of any volunteer.

Archdiocese of Portland Mandatory Requirements for Volunteers

The following are the requirements to volunteer with children in accordance with the Archdiocese of Portland:

1. **Background Check:** Every parent/guardian and potential volunteer at the school must have a background check completed whether working with children or not. The Archdiocese of Portland utilizes the Praesidium Program to process background checks, which are renewed every three years. Once a background check is processed and approved a volunteer can serve at any parish, school, or other entity within the Archdiocese. If a background check is not approved, individuals will be notified.
2. **Complete the “Standards of Conduct for Ministry with Children & Youth” module:** Once your background check is complete – you are entered into the Armatus® system by the Archdiocese and will receive login information. You need to login, read and agree to comply with the Archdiocesan Standards of Conduct.
3. **Attend *Called to Protect™* Training:** All are required to attend Called to Protect™ training. The training consists of watching two videos (*Called to Protect for Parents and Families* and *Called to Protect for Ministries*). Training lasts approximately one hour. These trainings are offered at St. Paul Parish School at the beginning of each school year and various times throughout the year at other locations. Check the Archdiocese training schedule for times and locations which can be found at www.archdpdx.org.
4. **Complete online yearly “refresher” training courses:** After completing the initial *Called to Protect™* volunteers are required to complete yearly online refresher courses through Armatus® as outlined by the Archdiocese of Portland. Each course takes about 15-20 minutes to complete. The courses can be accessed through Armatus® using the same login mentioned above. You will notice when you first login, the courses (in the left margin below Archbishop Sample’s picture and letter) will indicate “pending”. Once you complete a course, it will then reflect the date of completion.

The cost of background checks for up to two parents/legal guardians per family is included in registration fees. Families needing additional background checks will be charged \$15 per background check.

Sign-In Procedure

School visitors (volunteers, parents, etc.) must come to the main office immediately upon arrival at the school to sign in. 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. Visitors and/or volunteers must 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 your volunteer tasks by being prompt and attending at scheduled times. Whenever possible, please give ample notice of absence.

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 volunteers, parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to school administration. If a volunteer does not follow the expectations outlined in this handbook and the Volunteer Pledge the principal can remove this person from the privilege to volunteer.

Social Media Guidelines

Any photographs or statements made on a volunteer's Social Networking Site may be cause for dismissal of services and separation of the volunteer's family from the school. This includes defamatory comments made about the school administration, school staff, students, St. Paul community members and/or the parish. All parents are required to sign a media release each year regarding permission to share photos, videos, etc. with others. Therefore, volunteers should never post photographs of students, other than their own, during school sponsored activities. This includes, but is not limited to, field trips and class parties.

Health and Safety

Volunteers should at no time administer any medication to a student. This includes, but is not limited to, over-the-counter medications (including sunscreen, ointments, bandages). If a child's immediate well-being is not at risk, a volunteer should seek out a staff member to attend to a child's health.

Volunteer Dress

Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Paul Parish School and wear modest, neat, and clean 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, leggings, or jeggings.

Responsibility

The principal or designee of St. Paul Parish School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the Family Participation 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.

Emergency Drills

State Law requires that fire drills be held monthly. When volunteering on the school campus, volunteers are required to participate in all drills and should adhere to the following expectations:

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

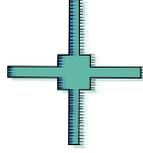
Field Trips

Field trips are integral part of enhanced learning for students. These trips vary in length of time and distance from school, thereby requiring different obligations from parent volunteers. Each classroom teacher will communicate specific expectations and volunteer hours regarding field trips. We ask that all parents that chaperone on field trips adhere to the following guidelines:

1. Parents who chaperone a field trip may not bring a sibling, including preschool or school-age siblings, on the field trip.
2. All chaperones must be 21 years of age or older.
3. Chaperones should not smoke while on the field trip. This includes the use of electronic cigarette products.
4. Chaperones should dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress code for the trip.
5. Chaperones should refrain from cell phone use while on the field trip.
6. Chaperones should not allow students to use their cell phones on the field trip.
7. Chaperones should be involved in active supervision while on the field trip and not engaged in social conversation with other chaperones.
8. Chaperones may be held responsible for accidents or injuries that happen due to their negligence.
9. Chaperones should not distribute snacks to students while on field trips.
10. Chaperones should not provide money to students while on field trips.

Right to Amend

St. Paul Parish School reserves the right to amend this Handbook. Notice of amendments will be shared with volunteers.



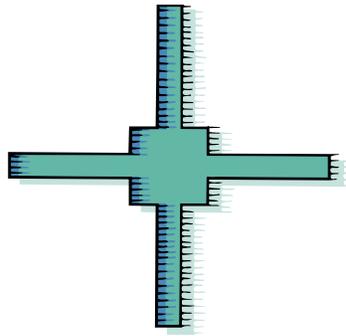
VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service
to the children of St. Paul Parish School.

I will uphold the expectations to the role of volunteer by observing
guidelines outlined in the Family Participation Program and
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 St. Paul Parish School's mission statement and
will follow the rules, policies and procedures outlined in the Family
Participation Program Handbook to the best of my ability.



**School Advisory Council
2017-2018**

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