



St. Luke's School  
**VOLUNTEER HANDBOOK**

St. Luke's School  
10 Waldron Avenue  
Barrington, RI 02806  
401.246.0990

## **Welcome**

Thank you for offering to share your time, talent, and resources with our students. Without your help we would not be able to accomplish all that we do here at St. Luke's School. May God bless you for your commitment and dedication to our school!

*Principal*

Patricia Bartel

## **Mission Statement**

St. Luke's School, a Catholic school rooted in Gospel values and centered on the Eucharist, encourages and challenges students to achieve academically, grow spiritually, and use their gifts to serve effectively as Christian leaders.

## **Volunteer Qualities**

- Willingly accept direct supervision.
- Understand and appreciate the work of the school faculty and staff.
- Conduct yourself with dignity, courtesy and consideration at all times.

## **Opportunities**

At St. Luke's School, we are delighted to have volunteers in our school. Adult volunteers are needed to assist in the classroom, on field trips, at lunch, in the library, and at afterschool activities such as Sandwich Club, junior outreach, and with our sports teams.

## **Safe Environment**

All volunteers must have full clearance to volunteer at any and all school events, activities or experiences where students are present.

All volunteers must:

- Complete a BCI form, have it notarized and return it to the school office with a copy of a valid driver's license.
- View the Safe Environment training video (located on the home page of our website) or attend a Safe Environment training session.
- BCI compliance is good for three (3) years from the date of approval.

## **Code of Ethics**

### **Confidentiality**

To gain the trust of students and staff members, volunteers must:

- Consider all information about student progress, performance, and behavior to be confidential.
- Refrain from discussing observations about a student with others.
- Consider personal details learned about teachers and students to be private information.

### **Student Contact**

As a volunteer you will meet many delightful students. However, volunteers should never telephone students, visit them outside of school, or contact them via social media without permission from the student's parents. When working with students it must always be under the direct supervision of a staff member. Volunteers are never to be alone with a student.

### **Responsibility**

As a volunteer you are an important part of our team at St. Luke's. Your suggestions and opinions are always welcome. However, you may not evaluate achievement, counsel or discipline students, discuss student progress, or have access to student records.

**Safety**

Never release a student to anyone. Students are only allowed to be released through the school office. Even if you know the parent, the policy is for that parent to pick up the child at the school office.

**Dependability**

To establish reliability and consistency for students volunteers should:

- Arrive on time.
- Notify the secretary in advance if you are unable to complete an assignment.

**Cooperation**

To develop a working relationship with the staff, the volunteer should:

- Be supportive of our educational efforts.
- Be supportive of staff directives.
- Observe all school rules and policies, including health and safety procedures.
- Accept assignments willingly and follow directions as given.
- Handle equipment in a responsible manner.

**Supervision**

The faculty and staff are responsible for the decisions that are made with regard to instruction as well as discipline. If you have an issue with or concern about a student please see the principal or teacher on duty.

**Dress & Behavior**

We ask that volunteers dress appropriately and behave professionally.

## Protocols

### **Parking**

Your car may be parked in the church parking lot or on one of the streets around the school. Please do not park in the front of the school building.

### **Sign-In Procedures**

Please sign-in and out every time you volunteer at the school. The volunteer sign-in sheet is located outside of the secretary's office.

### **Emergency Drills**

Volunteers are to participate in all emergency drills and follow instructions of staff members during emergency procedures.

### **Restrooms**

An adult restroom is located in the school office. Volunteers are not allowed to use student restrooms.

## Guidelines

### **Working in a Classroom or Library**

- Be friendly, caring, positive, reassuring and patient.
- Learn the names of the students you are working with.
- Help students to the best of your ability.
- Ask questions when unsure of something.

### **Working with Individual Students**

- Accept students as they are.
- Keep students on task.

- Do not ever give students food.
- Talk in a quiet, controlled voice.
- Avoid talking down to students or in a negative tone.

### **Working in the Playground**

- The main concern is student safety.
- Assist students when necessary.
- If a student is hurt, especially a head injury, please send them to the nurse with a buddy.
- Never release a student from the playground without permission from the staff or faculty member on duty.

### **Lunch Duty**

- Help students open containers and other lunchroom tasks.
- Be aware of the peanut free table and note student allergies.
- Discipline is the responsibility of the staff member on duty.
- Help clean lunch tables after lunch is over.