



# **Volunteer Handbook 2022-2023**

**4901 Council Street NE  
Cedar Rapids, IA 52402  
319-393-4507**

**Effective August 1, 2022**



Dear St. Pius X School Volunteer,

Welcome to St. Pius X! We appreciate your willingness to share your talents with our community. Your commitment and service are essential to enhancing the education of our students.

We ask that you take a few minutes to review this handbook. Because we want you to get the most out of your volunteer experience, it is important that you are familiar with our policies and procedures. Please feel free to contact me if you have any questions regarding these policies, procedures, or your own volunteer service.

Whatever time you can contribute, please know that your efforts make a difference for our students and school. Our volunteers teach the students the joys and obligations of stewardship and, from you, they learn that serving their community is a worthwhile cause.

With everyone working together, I know that our school will be the best that it can be. May God bless you and your family.

Sincerely,

*Stephanie Sears*

Stephanie Sears  
Principal

## **St. Pius X School will form disciples of Jesus Christ through Faith, Learning and Service.**

### **Mission:**

We exist to promote the teachings of Jesus Christ and the Roman Catholic Church in the context of an Early Learning Center and Elementary School. We provide an age-appropriate education aimed at the whole child (spiritual, academic, social and physical) living in an interconnected world to be successful in middle school, high school, and beyond. We promote values based on the biblical insight that all human beings are created in the image and likeness of God and hence have intrinsic worth and rights. We seek to serve families who value community, worship and service to others.

### **Vision:**

St. Pius X School will be celebrated as a Roman Catholic educational community that creates compassionate students ages 6 weeks through 5th grade through its emphasis on meaningful service to others and academic excellence for all learners and helps to grow the faith life of all St. Pius X School students and their families and is fully supported by the larger community of teachers, parish priests, and St. Pius X and St. Elizabeth Ann Seton parishes.

### **Volunteer Preparation**

#### **Safe Environment Training and Background Checks:**

The United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People* mandates that all dioceses provide a safe environment for minors.

As part of St. Pius X School's compliance with this charter and to ensure that the system maintains a safe and productive work environment, all volunteers must complete Safe Environment training and a background check. Safe Environment training takes approximately one hour to complete and is followed by an online background check and the review of the following Archdiocesan policies for the *Protection of God's Children*:

- Policy for Protection of Minors
- Archdiocese of Dubuque Standards of Conduct
- Archdiocese of Dubuque Sexual Misconduct Policy

In addition to the online background check, volunteers must complete the Authorization for Release of Child and Dependent Adult Abuse Information form. Instructions for completing Safe Environment Training and the

background check process will be provided by the school office or can be found online at:

<https://stpiusxschoolcr.com/volunteer>

A Safe Environment Training certificate of completion will be issued once the background check is processed and approved and should be submitted to the school office.

### **Volunteer Expectations**

Volunteers are an important part of the school community. You are asked to work with the school staff and administration and commit to the following volunteer guidelines:

- Always be on time. Prompt and regular attendance is important to the students and staff. Contact the school office if unable to attend a volunteer session.
- Stay in the space you are volunteering. Unexpected visitors in classrooms or in the hallway outside the classroom can cause disruptions to instruction and student learning.
- Dress in an appropriate manner for the school setting.
- Perform the assigned tasks and ask for assistance if needed.
- Keep all information confidential. The exception is that any information that may save someone from harm must be shared immediately with the site administrator.
- There are some volunteer responsibilities that are best done without younger children along – please check before bringing younger siblings along!
- Act in a caring and responsible way and treat all interactions with students, staff, and others respectfully.
- Support and enforce school rules. Staff should be informed of any issues.
- Support the teachings of the Catholic Church and live in a manner consistent with them.
- Complete the Archdiocesan background check, Safe Environment training and required readings.

### **General Procedures**

The following general volunteer procedures also apply:

- Volunteers should sign in and out at the school office and wear a St. Pius X School Volunteer badge while on site.
- A staff member must be notified immediately if a student is ill. Only trained personnel may dispense medication.

- Any accident or injury to a student must be reported to a staff member immediately.
- Any injury to a volunteer must be reported to the principal or school business manager.
- Contact the principal or another staff member immediately if there is an emergency.

## **Other Information**

### **Volunteer Supervision**

The principal is responsible for the total school operation and supervises all site volunteers.

### **Conduct with Minors**

Volunteers must be aware of their own vulnerability and that of any individual minor with whom they may be working. In every instance possible, a team approach to youth activities should be considered. Volunteers should avoid establishing any exclusive relationship with a minor and exercise due caution when they become aware of a minor desiring such a relationship.

### **Anti-Harassment**

St. Pius X School is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's gender, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same gender as the harasser.

If a *volunteer* experiences or witnesses sexual or other unlawful harassment in the workplace, it must be immediately reported to the supervisor. If the supervisor is unavailable or is the harasser or the *volunteer* believes it would be otherwise inappropriate to contact that person, the *volunteer* should immediately contact the site or system administrator. The *volunteer* can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be investigated quickly and with

discretion. To the extent possible, volunteer confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the volunteer will be informed of the outcome of the investigation.

The Archdiocese of Dubuque also requires the review of the *Sexual Misconduct* policy, which can be found by clicking on the following link: [Archdiocese of Dubuque Sexual Misconduct Policy](https://www.dbqarch.org/offices/protection-of-children/) at <https://www.dbqarch.org/offices/protection-of-children/>.

### **Safety**

St. Pius X School is committed to workplace safety and to providing a safe and healthy work environment for all staff.

It is the responsibility of each employee and *volunteer* to conduct all tasks in a safe and efficient manner, in compliance with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area.

### **Tobacco and e-Cigarette-Free Campuses:**

The *Iowa Smokefree Air Act* applies to the Archdiocese and St. Pius X School. This policy applies equally to all employees, volunteers, students, or other visitors. Smoking, any other tobacco use and e-cigarette use is prohibited on St. Pius X School property and at all St. Pius X School events.