

Volunteer

10 hours / family

NEW!



LET'S DO THIS TOGETHER

Dear Monarch Families,

When I look at the statue of Mary in our church, I sometimes wonder, “*Did she feel overwhelmed too?*”. Despite being among my greatest joys, parenting can be hard, so I count myself incredibly grateful to be a part of the supportive community of faith-filled families here at St. Mary’s Catholic School.

As we mark our 60th year since our founding, I’m reminded of the many things that make us stronger together. **Service is undoubtedly among the most important and provides the solid foundation upon which our family connections are built.**

While I know we all feel stretched, I invite you to take a moment to talk with your student to ask them how they would like to show up—individually and as a family—in service to our school and the broader community. You might be surprised by what you hear.

- What’s one big moment this school year that you want us to experience as a family volunteering together? (60th anniversary, Advent Brunch, Night of Nations, Chili Cook-Off, to name a few!)
- What’s a moment that you would prefer to experience on your own?
- Do you think expectations for how involved parents should be are too high, too low, or just right? Note: There is no right answer!

Younger students might be eager to see you at Field Day, while older students might prefer arriving at school a little earlier to catch up with friends while you help out at Morning Carpool. My personal favorites include Trunk or Treat, Advent Brunch, Night of Nations and Gala. I can’t wait to hear about yours and see the ways your family chooses to serve our school in small and mighty ways throughout the year!

With gratitude,

Amanda Esparza
Principal

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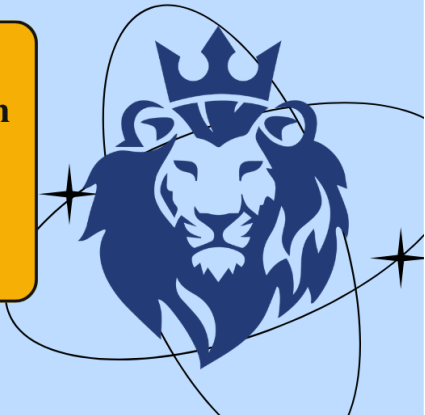
Did you know?

Volunteer Allstars



Mrs. Benton
Before becoming our beloved 5th grade teacher, she volunteered to give school tours, served as room parent and helped in the school cafeteria!

Middle Schoolers have an annual Day of Service each October which counts toward their required 20 hours of service.



SMCS POLICIES AND PROCEDURES

Requirements for Volunteering

1. [Register on the VirtusOnline](#) site to attend a currently scheduled training session within the Diocese of Richmond. Please note that the Protecting God's Children for Adults session is not recommended for those under the age of 18. Childcare is not available unless noted on the session listing. There is no charge for this training.
 - You will be prompted to create a user ID and password.
 - Follow the prompts to continue the registration process, including Code of Conduct document, other required documents and Screening One Background Check. (Note: You are registering for training to volunteer at Saint Mary's Catholic School RVA code 997.)
 - After entering your personal information, a drop down function will enable you to select a Diocese of Richmond training center location/date/time.
 - Continue to follow instructions as indicated to complete the process.
 - Additional training Healthy Boundaries for Adults Boundary Development and Implementation 1.0 is required five years from the Protecting God's Children for Adults class.
 - A Screening One Background Check is required annually from the date of your last background check as of July 1, 2024.
2. In addition to the VIRTUS training, those who would like to serve as a field trip chaperone and drive students off campus must complete a [Volunteer Driver Form](#). A new Volunteer Driver Form must be submitted each school year.

IMPORTANT NOTE: Completing all screening steps often takes a number of weeks. Please plan ahead to ensure compliance before engaging in volunteer activities.

Sign-in Procedure

When you arrive at Saint Mary's, come directly to the main office. **Be sure to bring your phone so that you can scan the QR sign-in log.** Be sure to review this [Volunteer Guidelines Flyer](#) available in the Front Office before proceeding to your volunteer location.

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 parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge.

Emergency Drills

State Law requires that fire drills be held periodically. During the fire drills, students and volunteers should follow the directions of the teacher in the room. If volunteers are in the school building at the time of the drill, they are expected to participate in all drills and adhere to the guidelines of silence.

Field Work Experiences

1. REMINDER: In addition to the VIRTUS training, those who would like to serve as a field trip chaperone and drive students off campus must complete a [Volunteer Driver Form](#). **A new Volunteer Driver Form must be submitted each school year.**
2. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field work experience.
3. All chaperones must be 25 years of age or older.
4. Chaperones should not smoke while on the field work experience. This includes the use of electronic cigarettes and vapor products.
5. Teachers will notify all chaperones of the appropriate dress code for the field work experience.
6. Chaperones should refrain from cell phone use while on the field work experience and should not allow students to use their cell phones on the field work experience.
7. Chaperones should be involved in active supervision while on the field work experience 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 or provide money to students while on field work experience.
10. Chaperones should not photograph students during the field work experience and then share or post the photos on the chaperone's social media site.

Health and Safety

A First-Aid kit will be available on every field work experience. Chaperones should at no time administer any medication to a student. These medications include, but are not limited to, over-the-counter medications.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made over television. School closing will be reported to local news outlets, via text alert and email.

Responsibility

The Administration of Saint Mary's Catholic 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.

Right to Amend

The policies and procedures contained in this handbook represent the best judgment of the school staff at the time of publication. Circumstances can change over the period of the school year. The Principal and Pastor therefore, reserve the right to add, delete, or make amendments to this handbook as needed to ensure the safe and effective operation of the school. Changes to the handbook will be done in writing and forwarded to the parents/guardians through normal distribution. Any situation not included in the handbook will be handled at the discretion of the Principal.

Service

Volunteers to Saint Mary's Catholic 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.

Technology

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, other teachers, students, or the parish. Volunteers should never share photographs of students during school sponsored activities. This includes, but is not limited to, field trips and class parties/picnics.



Volunteer Dress

Saint Mary's Catholic School has very detailed expectations for student dress. We appreciate our families' assistance in helping students adhere to these expectations. Similarly, as adult role models, we strive to hold ourselves to these same standards.

Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of Saint Mary's Catholic School and wear school appropriate clothing while working in the school or during school activities.

And yes, wearing Spirit Wear or [St. Mary's Family Gear](#) is a great way to represent the school!

Appropriate choices also include moderate length dresses, skirts and shorts or trousers with conservative blouses and tops. Please refrain from workout apparel, distressed jeans, leggings, jeggings or pajama pants while on campus or while serving in a St. Mary's volunteer capacity in the community.



DIOCESAN SAFE ENVIRONMENT PROGRAM MISSION

The mission of the Diocese Safe Environment Program is to create a safe environment incorporating the standards as outlined in the Charter for the Protection of Children and Young People. In order to ensure safety a number of steps must be taken before a parent is permitted to volunteer to work with or accompany students.

In accordance with the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People all diocesan employees, clergy, religious, teachers, staff, and all volunteers who work with children or youth participate in a Protecting God's Children for Adults (VIRTUS) training session.



PTO ELECTED OFFICERS

[President](#) - Christine Scherder

Vice President of Operations - Allie and Dan Keefe

Vice President of Community Involvement - Emily Croce and Beth Wise

Vice President of Communications - Clarice Oliveira Hanmal

Vice President of Finance - Melissa Burke

Vice President of Fundraising - Nick Sollog

PTO Volunteer Opportunities

If you are interested in co-chairing an event, please contact pto.president@saintmary.org. Our co-chairs work with volunteers to plan, organize, and bring our events to life! In addition to committee chairs and members, we depend on "day of" event volunteers to help set up, assist, and clean up after the event ends.

If you are interested in volunteering for a committee or "day of" activities, [please click here](#) for a list of events and opportunities to consider, then reach out to a member of our PTO!



APPENDIX

**SAINT MARY'S
CATHOLIC SCHOOL**

FACTS

Add Your Hours!

Directory Enroll

Volunteer Family

1. Download the FACTS app
2. Click on Volunteer
3. Select the Parent Volunteer
4. Click on Add Service Hours
5. Complete the Fields
6. Click Save Service Hours

YEAH



VOLUNTEER GUIDELINES

- **Do not open the doors or let people into the building.**
Official personnel have keys, all other visitors must enter through the main office.
- **Please only visit the areas associated with your volunteer duty.** Please do not visit other areas or classrooms when you have finished volunteering.
- **Please only use the adult restrooms.**
 - Elementary hall, on the left prior to entering the gym.
 - MS hall, on the left as you pass Mrs. Hartgrove's class.
 - ECDC hall, on the left prior to entering the workroom.
- **Always locate the emergency exits for your location.**
 - In the event of a safety drill, follow the lead of the teacher or faculty member in charge of the room. Do not attempt to exit a different way with your child.
- **If your student is leaving with you after you volunteer, you must notify the school.** Please email their teacher *and* attendance@saintmary.org to let them know.
- **Please sign out when your visit is over.**

THANK YOU