

## Ascension School Volunteer Handbook

Dear Volunteer,

On behalf of the Ascension Community, I would like to thank you for serving our students and staff with your gifts of time and talent. Your willingness to help us promote our school and broaden opportunities to our families is invaluable. Education takes all forms and your service models how we give back to our Community and help one another. We ask that God bless you in a special way and we thank you for your presence in our school.

Peace,

Mr. Terrence Mullaney

### **Mission Statement**

As a vital ministry of the Church of the Ascension, our school's mission is to recognize the uniqueness of all students in a caring, disciplined environment that exemplifies Christ's command to serve one another. Ascension School fosters excellence in academics and promotes spiritual, intellectual, emotional, and physical growth of the whole child.

### **Volunteer Procedures**

- Signing in and out of the school allows us to track the number of volunteer hours our parents and parishioners contribute to the school. This is a key piece of documentation for any application for a school of excellence designation.
- Upon entering the school building, volunteers are to sign in at the school office and obtain a sticker that must be worn at all times while in the building. A new sticker will be issued for each visit.
- Proceed to the area where you are volunteering your services.
- After completing your volunteer time, sign out in the school office.
- In the event of an emergency drill, or in the unlikely event of a true emergency, please follow the direction of the staff or faculty member with whom you are working.

### **Communication and Confidentiality**

We focus on mutual respect for all members of the Ascension community. We strive to greet and respond in a positive and pleasant tone.

**Confidentiality** is necessary at all times in all matters involving any part of or member of the Ascension community. Information regarding students, staff, faculty, or unusual

events is not to be shared at any time for any reason. Inquiries to you regarding such information should be directed to the Principal without exception. Questions or clarification you may have or need may be directed to your supervising teacher and/or the Principal at any time.

### **Discipline**

As stated in the school handbook, we strive to teach self-discipline, respect for others, respect for property, and responsibility for one's actions. It is the responsibility of all adults in the school community to assist in providing a safe environment and gently remind students, when necessary, to make positive choices for their behavior. At any time please share any concerns with a paid employee of the school and they will assist you in handling special circumstances regarding behavior.

### **Working with Students**

- When working with children, encourage them to do their own thinking. Giving students extra time to think often helps them organize what they want to say or write.
- If you are unsure what to do, ask a teacher.
- Accept each child for who they are and what they can do.
- Any personal information or events within the school should be considered confidential and are not to be repeated.

### **Archdiocesan Handbook Information Regarding Volunteers**

(p. 76 section 4740)

A volunteer must submit to the appropriate state criminal record check (CRC) and provide emergency information to the Principal. A principal is responsible for the supervision of volunteers. Volunteers can supervise children in non-instructional setting, such as hallway, on the playground, in the lunchroom, of leading student in recreational activities or health screenings.

A principal must provide orientation for all volunteers. The orientation must include a review of school policies, procedures, and legal considerations as they pertain to the volunteers' time in the school.

A principal has the authority and the right to dismiss a volunteer who violates policies and procedures of the school or whose actions harm the good name and reputation of the school.

All volunteers who work directly with students are to participate in the Safe Environment Training and provide a copy of the certificate to the school office. Volunteers are also to submit a background check record to the office. These records are kept in the office.

### **Helpful Information**

Ascension School is located at 4600 Lynnbrook Drive, Louisville, KY 40220. Our website is [www.ascension-parish.com](http://www.ascension-parish.com) and contains detailed information about our school.

Telephones are located in the school office for personal use. Personal cell phones may be used during breaks but never in the presence of students.

The purpose of the handbook is to provide general guidance in the performance of duties.

As part of the Ascension Community

- We will show mutual respect and value for those with whom we work and encounter.
- We will strive to be a faith-filled community which embraces, supports, and follows the vision and mission of our school.

The signature below indicates that I have read, understand, and will abide by the contents and expectations set forth by the administration of Ascension School.

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Volunteer Signature

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Date