



HOLY NAME CATHOLIC SCHOOL

J. M. J.



Volunteers: We Couldn't Do It Without YOU! **Holy Name Catholic School Volunteer Policy**

When children enter Holy Name Catholic School, teachers and parents/guardians must become partners in facilitating children's learning. One of the most important ways we can become partners is by working together at school events, school trips, and school activities. This helps children realize that there is a strong bond between home, community, and school. Those who volunteer in the school not only help the students and teachers, but they also help themselves by coming to understand better their loved one's education. Through volunteering, we are able to give and to receive so much more in return.

School volunteers serve under the direction of school staff to meet the needs of students. This Volunteer Policy describes the school's expectations for all volunteers who work with Holy Name students. Please read this policy fully. **All volunteers must complete a VIRTUS (Protecting God's Children) training and background check through the Diocese of Marquette before their first day of service, which includes driving or chaperoning for field trips.** See the end of this document for more information on VIRTUS.

Preschool volunteers must meet extra requirements, in addition to completing VIRTUS training and a Diocesan background check. See "Preschool Volunteers," below.

Ways to Get Involved:

We couldn't do all that we do without the help of our volunteers! There are many opportunities for you to become involved. Please contact the school office, classroom teacher, or principal to learn how to get involved. Where it's more than a school... It's a way of life!

All families are invited to volunteer. Families who receive tuition assistance are encouraged to volunteer a minimum of ten hours per school year.

Confidentiality:

Confidentiality is of the utmost importance when associating with teachers and students. Guidelines to live by are:

What you see and hear at the school is private. When you volunteer in the classroom, you have access to information that is not to be shared. Any student you observe in the classroom or in the school must not be discussed with other parents, faculty, or staff – not even with that student's parents. You must always refer any question regarding a student at Holy Name to the student's teacher or to the principal.



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Volunteers During Field Trips & School Hours:

When you are volunteering at Holy Name, you are demonstrating your support for education. Please understand that, in academic settings, it is important give your full attention to the task at hand.

Drivers or chaperones on field trips agree to abide by Diocesan Policy (Policy # 6153) on student travel as it pertains to safety and private vehicles used as transportation. Each driver on a field trip will need to complete the VIRTUS program and vehicle insurance carrier form.

If you are on a field trip, we assume you are either driving or chaperoning. We expect your full attention to be on the children you are supervising.

Dress Code:

The school's philosophy is to present modest dress with all students, staff, and volunteers.

Volunteer Conduct Expectations:

Remember that we all – teachers, staff, and volunteers – are role models for the children around us. "Little eyes" are watching, listening, and learning appropriate behavior from our actions. Therefore:

- Cussing, inappropriate language, and inappropriate discussions are not allowed on campus or on field trips.
- Conduct or speech that violates commonly accepted standards of the school will not be tolerated.

Please conduct all private conversations outside of the classroom. Teachers need the full attention of their students to direct instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways are distracting as well.

Tobacco-Free, Drug-Free, and Weapon-Free:

Holy Name Catholic School is a tobacco-free and drug-free zone. Smoking and possession of tobacco or drug products are prohibited on all school grounds, inside school buildings, in school parking lots, on school playing fields, in school buses or vehicles, and at off-campus school-sponsored events. You may not bring any tobacco or drug products in your purse, pockets, or bags. You may not smoke on field trips, not even in your own car. "Tobacco products" include cigarettes, cigarette papers, cigars, smoking tobacco, and non-smoking tobacco. Vaping is also prohibited on all school grounds/property and at all school-sponsored events and activities.

Holy Name Catholic School is a weapon-free zone. This prohibition applies to all on- and off-campus events and activities. By law, concealed weapons and weapons in vehicles are not allowed at school events. Police officers are exempt from this law.



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Cell Phones:

Cell phones are to be turned off or on vibrate during school hours.

Discipline:

Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. It is the teacher's responsibility to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to help, but not to replace, the teacher.

On field trips, when the teacher is unavailable, a volunteer may appropriately address safety or behavior issues when he/she is the adult supervising a group of children. When this occurs, the volunteer must inform the teacher as soon as possible. However, it is the teacher's responsibility, not the volunteer's, to implement any consequences for the student(s) involved.

If, on any occasion, a volunteer encounters a situation that he/she is uncertain how to handle or feels should be brought to someone's attention, the volunteer should inform the teacher or the principal as soon as possible.

Preschool Volunteers:

Preschool volunteers are subject to special requirements, per state licensing rules and Holy Name policy. No preschool volunteer may have unsupervised access to children. In addition to (1) complying with VIRTUS training and background check requirements, preschool volunteers must also (2) receive a public sex offender registry (PSOR) clearance before having any contact with a child in our preschool, and (3) sign a statement that they are aware that abuse and neglect is against the law, that they have been informed of Holy Name policies on child abuse and neglect, and they know that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services. No individual registered on the PSOR may have any contact with children in our school. Any preschool volunteer who has contact with children at least four hours per week for more than two consecutive weeks must submit proof of a negative communicable tuberculosis (TB) test within one year before volunteering.

VIRTUS Requirements:

All employees and volunteers in the Diocese of Marquette must complete the VIRTUS Adult Awareness Training Session and Diocesan Background Check. These steps must be completed before the first day of service for all employees and volunteers who have immediate access to minors, including field-trip drivers and chaperones. This process can take up to 7-14 days to completely process due to the background check.



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VIRTUS SAFE ENVIRONMENT Background and Training Instructions for New Employee and Volunteer Applicants

- Go to **VIRTUS.ORG**
- On the left side of the screen select **FIRST TIME REGISTRANT**
- Select **Begin the Registration Process.**
- In the drop-down box, select **Diocese of Marquette.**
- Fill in a new **User ID & Password.** Write this down, you will need it again.
- Fill in all fields with your legal name, address, and other requested information.
- Select the parish or school where you volunteer or work.
- Complete the remaining questions on the following pages.
- When finished with the registration process, you will be on a page with a link to the background check website. This is a secure website and must be followed to become an active employee or volunteer in the Diocese of Marquette.
- The appropriate training module will be assigned to your account as soon as the next regular business day.
- This process can take 7-14 days due to the background check.
- Completion of the VIRTUS Adult Awareness Training Session is required by all adult employees and volunteers in the Diocese of Marquette prior to becoming an active employee or volunteer.

Questions can be directed to:

Diocesan Safe Environment Coordinator
(906) 227-9155

dkube@dioceseofmarquette.org