



Holy Cross Catholic School

Volunteering

Thank you for volunteering at Holy Cross Catholic School. Volunteers are an important part of our school. As a volunteer, you are part of a team of staff and families working together to create a positive learning environment where all children succeed. Your contributions, dedication and commitment are vital toward this mission. Each volunteer opportunity, although different, contributes an important part to the organization as a whole.

Volunteer Program Philosophy

Holy Cross Catholic School sponsors a volunteer program for all parents to become more actively involved in the life of the school. This is your child's second home, and you are an integral part of their education. Volunteer opportunities give the parents the ability to offer their time and talents to assist with programs, activities and special events at the school. Volunteer parents serve as great role models for our students by demonstrating the importance of giving back to our community.

Code of Conduct

Volunteers are considered members of a Catholic community. It is expected that they will adhere to the Archdiocesan Volunteer's Code of Conduct. A copy of the Code of Conduct is located at the end of this section of the handbook. Please sign and return it to the school office.

Background Check & Virtus

The Archdiocese of St. Paul and Minneapolis requires that all school volunteers have a background check and attend VIRTUS training before they begin volunteering for an area church or school.

All persons interested in volunteering at our school must complete the background check. There is a fee for this, and we request that parents make a donation to cover this fee so that it is not an additional expense for our school. Once you have completed the background check, this information is available to you and you should not need an additional background check for at least 5 years. Office personnel will provide the paperwork for your background check.

VIRTUS training is provided through area churches and schools. Volunteers may complete this requirement by registering online at www.virtus.org and attending the training session. Please include Holy Cross School as your location of volunteer work when you register. You may include more than one location.

Volunteer's Commitment

Parents are invited each year to become a part of the school's volunteer program. In the fall, a volunteer form is sent home giving parents a chance to sign up to volunteer in areas that interest them. Throughout the year, parents are notified of additional opportunities to volunteer. In part, all parents are required to volunteer for specific events, check your tuition contract for details. This volunteer commitment is the only required volunteer effort by our school.

Volunteer's Job Description

Holy Cross Catholic School volunteers are expected to have the skills, knowledge and abilities required for their school assignment. Each assignment has important responsibilities and essential functions. Where possible, we have created separate handouts describing the specific duties for each volunteer area. Once you have volunteered for a specific area, you will either receive printed information or direction from a staff member.

Should you find, at anytime, that your volunteer job is not a good fit for you, please let one of our staff know. We will gladly find an area that you are more comfortable in serving. In addition, should your availability change, please inform the school office so that we can have other volunteers fill your space.

Expectations for Volunteers

Dress Code

Holy Cross Catholic School volunteers are required to dress in a manner appropriate to their duties, keeping in mind that they set the examples for our students.

Arrival

Upon arrival at our school, sign-in at the school office and apply a "visitor" badge. If you cannot serve during your regularly scheduled volunteer time, or know that you will be late, please contact the school office so that we can make alternative arrangements. Give the school office as much time as possible to arrange for someone to fill your space.

Volunteer Guidelines

A few simple guidelines may assist you in your volunteer experience with Holy Cross Catholic School students.

1. Address students with respect.
2. Teachers and volunteers are responsible for the reasonable care and supervision of students. Never leave a student or class without a responsible adult.
3. Talk to students in a conversational tone. Your approach should be as objective and logical as possible. Disruptions, insubordinations, threats or assault by a student to a volunteer are grounds for the student to be removed from the situation and he/ she taken to the principal for disciplinary action.
4. The teacher or staff person you are working with is the “expert” in that area, so please give them this consideration.

Confidentiality

At Holy Cross Catholic School, confidentiality regarding our students, staff and volunteers is an important part of our professional atmosphere.

Volunteers are expected to keep confidential any sensitive or personal information regarding a staff member, student, parent or school situation. As you work with staff, information of a confidential nature may be shared with you. You must not share this information with anyone who does not have a professional right or need to know. This information is NOT to be shared with friends or family.

If a staff member is discussing something you are not comfortable with, please let them know by making a statement, such as, “I am uncomfortable discussing this information about this student/ staff/ parent.” Volunteers are also encouraged to use the statement provided here if asked to share information outside of the school setting, “I am sorry, but it would not be professional of me to comment on that.”

Volunteer's Code of Conduct
For Volunteers within the Archdiocese of Saint Paul and Minneapolis

As a volunteer, I promise to follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and/ or vulnerable adults of the Archdiocese of Saint Paul and Minneapolis.

As a volunteer, I will:

- Treat everyone I serve with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth or vulnerable adults.
- Maintain confidentiality in all matters related to normal parish business.
- Comply with the mandatory reporting regulations of the State of Minnesota and with the Archdiocesan sexual abuse policies to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children, youth or vulnerable adults.

As a volunteer, I will not:

- Touch or speak to a child, youth or vulnerable adult in a sexual or other inappropriate manner.
- Strike, spank, shake, or slap children, youth or vulnerable adults.
- Humiliate, ridicule, threaten, or degrade children, youth or vulnerable adults.
- Accept or give gifts to children, youth, or vulnerable adults without the knowledge of their parents or guardians.
- Smoke or use tobacco products while engaging in volunteer activities with children, youth or vulnerable adults.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Use, possess, or show pornographic materials to children, youth, or vulnerable adults at any time while volunteering.
- Use profanity in the presence of children, youth or vulnerable adults.

I understand that as a volunteer working with children, youth, and/ or vulnerable adults, I am subject to a thorough background check including criminal history.

My signature confirms that I have read this Code of Conduct and that as a volunteer ministering to children, youth and/ or vulnerable adults I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children, youth and/ or vulnerable adults.

Volunteer's Printed Name

Volunteer's Signature

Date