



Volunteers: We Couldn't Do It Without YOU!

Holy Name Catholic School Volunteer Policy

When children enter Holy Name Catholic School, teachers and parents are partners in facilitating children's learning. One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realize that there is a bond between home, community and school. Parents and other caregivers who work in the school come to understand their child's education better. Through volunteerism, we are able to receive so much more in return.

School Volunteers serve under the direction of school staff to meet the needs of students. There are many opportunities for you to become involved at Holy Name Catholic School. Please contact the front office or classroom teacher to see how you can get involved.

In order to promote a quality education, Holy Name Catholic School has developed this Volunteer Policy. These are the expectations we have for all adults who work with Holy Name students. Please read this packet and complete the application. Before you volunteer with children all volunteers are required to attend a VIRTUS, protecting God's children seminar. You only need to attend this seminar once while your children are at Holy Name.

Scholarship Requirements:

Families who receive scholarships are required to volunteer a minimum of 10 hours. New families are exempt from this their first year however, they will be expected to meet the requirement for the years to come. Each returning family must validate how they volunteered during the past year to be eligible to receive a scholarship. To validate the hours, families must fill out the attached volunteer form and turn that in with their scholarship application.

Volunteer Incentive:

All families are encouraged to volunteer a minimum of ten hours, families receiving scholarships will be required to volunteer the ten hours

Families receiving this exemption will be required to **attach the volunteer form to their registration packet.**

Confidentiality:

Confidentiality is of the utmost importance in your association with teachers and students. Guidelines to live by are:

What you see and hear at the school is private. You are in a unique position when you volunteer in the classroom to have information that is not to be shared. Students you observe in the classroom or the school cannot be discussed with other parents, faculty or staff. You may not discuss a child even with that child's parents. You must always refer any question regarding students at Holy Name to the child's teacher or the principal.

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 to be able to give your full attention to the task at hand.

Drivers or chaperones on fieldtrips 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 are expecting your full attention to be for the children you are supervising on the field trip.

Dress:

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

Volunteer Conduct Expectations:

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

Cussing, inappropriate language or discussions are not allowed on campus or on fieldtrips.

Conduct or speech which violates commonly accepted standards of the school and will not be tolerated.

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

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

Holy Name Catholic School is also a weapon free zone. This applies to all off campus events and activities. Concealed weapons and weapons in vehicles are not allowed under the law for school events. Police officers are exempt from this law.

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. The teacher is the professional whose responsibility it is to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace the teacher.

On field trips when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher as soon as possible about these issues. However, any consequences for behavior are the responsibility of the teacher, not the volunteer.

If on any occasion you encounter a situation that you are unsure of how to handle or feel it needs to be brought to someone's attention, tell the teacher or the principal as soon as possible.

Ways to get involved:

There are many ways to get involved, please contact the school office, teacher or principal to seek opportunities to help out. Thank you for being a volunteer at Holy Name Catholic School. Where it's more than a school... It's a way of life!