

Volunteer Handbook

2017-2018



**2005 Kane Street
Dubuque, IA 52001
563-582-5456**

Effective August 1, 2017



Dear Holy Family Volunteer,

Welcome to Holy Family! We appreciate your willingness to share your talents with our community. Your commitment and service are essential to enhancing the education of our students.

We ask that you take a few minutes to review this handbook. Because we want you to get the most out of your volunteer experience, it is important that you are familiar with our policies and procedures. Please feel free to contact the building principal if you have any questions regarding these policies, procedures, or your own volunteer service.

Whatever time you can contribute, please know that your efforts make a difference for our students and schools. Our volunteers teach the students the joys and obligations of stewardship and, from you, they learn that serving their community is a worthwhile cause.

With everyone working together, I know that our schools will be the best they can be. May God bless you and your family.

Sincerely,

A handwritten signature in black ink that reads "Carol S. Trueg". The signature is written in a cursive style with a large initial "C" and "T".

Carol S. Trueg
Chief Administrator

Holy Family Catholic Schools Volunteer Handbook

Mission Statement: Archdiocese of Dubuque Educational Apostolate

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation, which challenges individuals to:

- Respond to God’s continuous call for conversion to Jesus Christ
- Form and be formed in Christian community life
- Grow in knowledge of faith
- Participate in liturgical celebrations and prayer
- Collaborate in the Church’s mission of evangelization

Mission Statement: Holy Family Catholic Schools

*Forming disciples of Jesus Christ through Catholic educational excellence.
Achieve. Lead. Soar*

Philosophy:

The members of Holy Family Catholic Schools believe that families are domestic churches and the foundation of a Catholic way of life; children are gifts from God and have the right to know the nurturing love of their Creator; parents are the first and primary educators of their children; each parish and its programs of Catholic education are an extension of the family and assist families in their mission.

Vision:

Holy Family Catholic Schools, in partnership with parents, will excel in providing high-quality, Catholic school education permeated with Gospel values for the Dubuque area community.

Volunteer Preparation

Virtus:

The United States Conference of Catholic Bishops’ *Charter for the Protection of Children and Young People* mandates that all dioceses provide a safe environment for minors.

As part of Holy Family’s compliance with this charter, all active volunteers must complete a Virtus Safe Environment training session within 30 days of service. The completed Virtus certificate should be submitted to the Holy Family school office. Visit www.dbqarch.org/offices/protection-of-children/virtus-registration-assistance/ to get started.

The Archdiocese of Dubuque also requires the review of the Archdiocesan *Protection of God’s Children* policies, which can be found by clicking on the following link: Archdiocese of Dubuque Protection of God’s Children at www.dbqarch.org/offices/protection-of-children/.

Volunteers are required to read the following policies:

- Policy for Protection of Minors
- Archdiocese of Dubuque Standards of Conduct
- Archdiocese of Dubuque Sexual Misconduct Policy

Any case of alleged, suspected, or known sexual abuse of a minor committed by any personnel of the Archdiocese and Archdiocesan entities, while acting in their capacity as personnel of the Archdiocese and Archdiocesan entities, must be immediately reported to the civil authorities.

Background Check

The final requirement of the Archdiocese is that all classroom and school site volunteers complete a background check. Forms are available on the Holy Family web site at <http://www.holyfamilydbq.org/file/document-library---forms/Archdiocese-Background-Check-2016.pdf>

The last page of the background check packet is the Archdiocese Verification Form for new staff and volunteers. Volunteers are required to complete and sign this form that indicates that the requirements stated above have been fulfilled.

Please return the completed background check forms to the school site office.

Volunteer Orientation

Each Holy Family Catholic Schools site will provide volunteer orientation.

Volunteer Expectations

Volunteers are an important part of the school community. You are asked to work with the school staff and administration and commit to the following volunteer guidelines:

- Always be on time. Prompt and regular attendance is important to the students and staff. Contact the school office if unable to attend a volunteer session.
- Dress in an appropriate manner for the school setting.
- Perform the assigned tasks and ask for assistance if needed.
- Act in a caring and responsible way and treat all interactions with students, staff, and others respectfully.
- Keep all information confidential. The exception is that any information that may save someone from harm must be shared immediately with site administrator.
- Support and enforce school rules. Positive discipline techniques must be used at all times. Staff should be informed of any issues.
- Support the teachings of the Catholic Church and live in a manner consistent with them.
- Complete the Archdiocesan background check, Virtus training and required readings.

General Procedures

The following general volunteer procedures also apply:

- Volunteers should sign in and out at the school office and wear a Holy Family badge while on site.
- A staff member must be notified immediately if a student is ill. Only trained personnel may dispense medication.
- An accident or injury must be reported to a staff member immediately. First aid materials are available in each classroom.
- Any injury to a volunteer must be reported to the principal or site secretary.
- Contact the principal immediately if there is an emergency.
- Fire and tornado drills are conducted periodically. Volunteers should review the site specific drill procedures posted at each building and proceed to the designated area.

Tobacco-Free Campuses

The Iowa Smokefree Air Act applies to the Archdiocese and Holy Family Catholic Schools. This policy applies equally to all employees, volunteers, students, or other visitors to any Holy Family site. Smoking and any other tobacco use is prohibited on all Holy Family Catholic School properties and at all Holy Family Catholic School events.

Field Trip Driver/Chaperone Procedures

The following procedures apply to field trip drivers:

- Licensed adults (over age 21) may volunteer to drive for field trips. Drivers must complete the Archdiocesan insurance forms prior to driving. Forms are available on the Holy Family web site at www.holyfamilydbq.org. Select *General Forms* under *System and Community* and scroll down and choose *Volunteer Driver Form* and *Volunteer Questionnaire*. Please submit completed forms to the school office.
- As of July 1, 2016, volunteers who drive on field trips are also required to take the Archdiocese Catholic Mutual online training module. See school secretary.
- Drivers are to take students directly to and from designated events.
- Drivers of cars that have a front seat air bag will not be permitted to place students in that seat unless the students meet legal safety standards.
- Each student must wear a seat belt.
- Use of cell phones and other electronic devices, including “hands free” is not permitted while operating a motor vehicle that is transporting students on behalf of the school.
- Smoking is not allowed while driving for field trips.

The following procedures apply to all chaperones:

- Chaperones should stay with and supervise their assigned groups.
- Students should be accompanied to the restroom and the chaperone should wait outside of the restroom facility.
- School rules are in force unless the principal has explicitly stated otherwise.
- Younger siblings may attend with prior principal approval. Parents are responsible for any sibling supervision.

Other Information

Volunteer Supervision

The principal is responsible for the total school operation and supervises all site volunteers.

Conduct with Minors

Volunteers must be aware of their own vulnerability and that of any individual minor with whom they may be working. In every instance possible, a team approach to youth activities should be considered. Volunteers should avoid establishing any exclusive relationship with a minor and exercise due caution when they become aware of a minor desiring such a relationship.

- Physical contact with minors is inappropriate.
- Volunteers should not exploit persons for sexual purposes. Volunteers do not use or supply alcohol and/or illegal or legal drugs when working with minors.
- Volunteers do not provide any sexually explicit, inappropriate, or offensive material to minors.
- Providing overnight accommodations in personal residences for minors, other than a close familial relationship, is prohibited.
- Volunteers should know and understand Archdiocesan policies and procedures concerning allegations of sexual misconduct involving minors and the developmentally disabled.

Any allegations of sexual misconduct will be taken seriously and reported to the authorities. Archdiocesan protocol and procedures will be followed to ensure the rights of all involved and to facilitate justice for the aggrieved.

Anti-Harassment:

Holy Family is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's gender, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same gender as the harasser.

If a *volunteer* experiences or witnesses sexual or other unlawful harassment in the workplace, it must be immediately reported to the supervisor. If the supervisor is unavailable or is the harasser or the *volunteer* believes it would be otherwise inappropriate to contact that person, the *volunteer* should immediately contact the site or system administrator. The *volunteer* can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be investigated quickly and with discretion. To the extent possible, *volunteer* confidentiality and that of any witnesses and the alleged harasser will

be protected against unnecessary disclosure. When the investigation is completed, the volunteer will be informed of the outcome of the investigation.

An administrator or supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the human resources coordinator in the Holy Family Central Office to ensure it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

The Archdiocese of Dubuque also requires the review of the *Sexual Misconduct* policy, which can be found by clicking on the following link: [Archdiocese of Dubuque Sexual Misconduct Policy](http://www.dbqarch.org/offices/protection-of-children/) at www.dbqarch.org/offices/protection-of-children/.

Safety:

Holy Family is committed to workplace safety and to providing a safe and healthy work environment for all staff.

It is the responsibility of each employee and *volunteer* to conduct all tasks in a safe and efficient manner, in compliance with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area.

Holy Family requires that every person in the organization assumes the responsibility of individual and organizational safety. Employees and *volunteers* should report all nonfunctioning or hazardous equipment to the nearest supervisor. Failure to follow Holy Family safety and health guidelines or engaging in conduct that places the employees, *volunteers*, student or system property at risk may result in disciplinary action up to and including termination of employment or volunteering.

Although most safety regulations are consistent throughout each department and program, employees and *volunteers* have the responsibility to identify and review the emergency plan for their work areas, which will be provided by a supervisor. At times, emergencies such as severe weather, fires or power failures can disrupt system operations. In extreme situations, these circumstances may require the closing of a site within the system and employees should contact a supervisor or administrator in these situations.



VOLUNTEER ACKNOWLEDGMENT FORM: 2017-2018

The Holy Family Catholic Schools *Volunteer Handbook* describes important information about Holy Family Catholic Schools, and I understand that I should consult the site principal regarding any questions not answered in the manual.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices from the administration of Holy Family Catholic Schools, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Volunteer Handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

VOLUNTEER NAME (printed): _____

VOLUNTEER SIGNATURE: _____

PRIMARY VOLUNTEER SITE: _____

DATE: _____