



# **Volunteer Handbook**

**2015-2016**



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

## Philosophy and Mission Statements

### **Mission Statement of the Educational Apostolate-Archdiocese of Dubuque:**

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide individuals to:

- Respond to God's call to personal conversion.
- Form Christian Community.
- Grow in knowledge and culture, becoming enlightened and enlivened by faith.
- Shape society in the spirit of Gospel freedom, justice, and love.

### **Holy Family Catholic Schools Statements:**

#### **Mission:**

**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 Safe Environment Training**

Volunteers in Holy Family Catholic Schools working with children an average of one hour or more per week must complete a Virtus safe environment training session, as required by the Bishop's Charter for the Protection of Children. This training must be completed within 30 days of the initial volunteer date. Registration instructions are as follows:

- Log on to [www.virtus.org](http://www.virtus.org).
- Select *Registration* (in yellow) on the left side of the screen.
- Choose – *Begin the Registration process*.
- The next screen will ask you to select your Organization – select *Dubuque, IA (Archdiocese)*.
- Create a user ID & Password – select *CONTINUE*.
- On the next screen you will need to complete all of your registration information. Please complete as much information as possible – select *CONTINUE*.
- Primary Location – choose your site.
- Select *Volunteer*.
- Choose *Online Training*.
- Enter your user ID & Password.

Please submit the completed Virtus certificate to the school site office.

### **Required Readings**

Another requirement of the Archdiocese is a review of the Protection of God's Children policies. These policies are available online at [www.dbqarch.org/offices/protection-of-children/](http://www.dbqarch.org/offices/protection-of-children/).

Volunteers are required to read the following policies:

- Policy for Protections 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/document.doc?id=70> .

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.
- 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 Procedures**

The following procedures apply to field trips:

- 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](http://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.
- School rules are in force unless the principal has explicitly stated otherwise.
- 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.
- Each student must wear a seat belt.
- 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.
- Younger siblings may attend with prior principal approval. Parents are responsible for any sibling supervision.
- 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.

## **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.

### **Harassment**

Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- Physical or mental abuse
- Racial insults
- Derogatory ethnic slurs
- Sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion or compensation
- Display of offensive materials

Harassment can occur as a result of a single severe incident or a pattern of conduct that results in the creation of a hostile, offensive, or intimidating work environment. Volunteers are to follow the established procedures for reporting of harassment, and are to ensure that no retaliation for bringing forward a claim of harassment will be tolerated.

Administration is to ensure that there is a clear policy on reporting harassment for both employees and volunteers.

### **Safety**

Holy Family Catholic Schools is committed to providing a safe and healthy environment for everyone.

Volunteers are expected to obey safety rules and to exercise caution in all work activities. Volunteers should immediately report any unsafe condition to the building principal.

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**VOLUNTEER ACKNOWLEDGMENT FORM: 2015-2016**

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:** \_\_\_\_\_