



Volunteer Policy for Holy Spirit Catholic School

At Holy Spirit Catholic School, we welcome and encourage volunteers to work with our staff to share the experiences and knowledge that each individual has been blessed with. However, at all times the best interests of our children are first and foremost.

All volunteers will work closely with current staff and administration to ensure the guidance and care that our students deserve. While we cannot share the specifics of each child's background, there may be times when a small piece needs to be addressed in light of certain behaviors. It is our expectation that this information is kept in the strictest confidence.

These volunteer policies also cover participating parents, board members, students, supervisors and any extraneous staff.

Only employees will have direct unsupervised access to the children.

Below are the definitions which will be used in the context of this policy and here forward unless otherwise noted.

- A **volunteer** is defined as a person who, without pay, provides skills, time and/or expertise in service delivery or administration.
- **One time or occasional volunteers** contribute to a specific event or activity and/or assist with the organization and day to day activities as needed. One time or occasional volunteers are activity specific and last a few hours.
- **Ongoing volunteers** contribute to service or administration by participating in a regular and ongoing way. The ongoing volunteer will serve for a defined period of assignment, usually completing a specific number of hours on a weekly basis, and lasting a specific number of weeks/months.

Behavior Management policies and procedures will be reviewed with volunteers who will be providing guidance.

All volunteers including parents must have completed the VIRTUS training through the Diocese of Marquette which includes a program on Safe Environment and a complete background check before volunteers are permitted to be with children even under supervision.

During field trips, all drivers and chaperones must fill out the appropriate paperwork through the Holy Spirit Catholic School office. Drivers as well must have completed the VIRTUS training to accompany children on the field trip, even if you are merely transporting your own child.

We ask that each volunteer become familiar with the emergency procedures for the building as well as the individual room that they are participating in.

Volunteers are encouraged to try a number of positions in a variety of capacities as a one time volunteer, or an ongoing volunteer. We have a variety of areas that are in need of assistance. Examples include; lunch service, playground, office assistance, fundraising, the library, school council, parent organization, reading with children and many more,

Employees may volunteer outside of their regularly scheduled working hours with the approval of their supervisor.

Some businesses will reimburse their employees or give a donation to the school for volunteer hours worked. If any paperwork is required, please stop by the school office and we will be happy to assist in any way we can. (Examples of two such employers are Boss Snowplow and Walmart)

Most of all, we would like to thank you for sharing your time and talents with us by volunteering at Holy Spirit Catholic School.