

# St. Helen Catholic School

## Volunteer Handbook

2018-2019



*Growing Children in Wisdom, Age, and Grace!*

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Principal

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## **INTRODUCTION TO VOLUNTEER HANDBOOK**

The purpose of this volunteer handbook is to provide the volunteer with information concerning the existing rules and regulations that govern St. Helen Catholic School (SHCS). Volunteers are expected to become acquainted with the information in this handbook and to use it as an official guide in fulfilling his/her respective responsibilities. The principal retains the right to amend the handbook at any time. The staff and volunteers will be given prompt notification if changes are made.

St. Helen Catholic School is a smoke-free, gun-free environment. All personnel are expected to find these guidelines.

### **NOTICE OF NON-DISCRIMINATION**

It is illegal to discriminate against any individual (other than a non-documented person not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals.

### **HANDBOOK AND POLICIES**

In as much as it is true loopholes may be found in any code, it is the expectation of SHCS that parents/guardians, students, and volunteers will use good judgment in complying with the behavior code, dress code, and/or school policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: If you are not sure that it is allowed, do not do it!

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families, volunteers, and staff members abide by the policies, procedures, and regulations set forth in this handbook. The school and/or the principal retain the right to amend this handbook at any time. Volunteers are expected to sign the Volunteer Handbook Acknowledgement Form and the Technology Acceptable Use Policy. If you have any questions about the contents of this handbook, please contact the principal.

### **CATHOLIC SCHOOLS OF TEXAS – MISSION STATEMENT**

The mission of Catholic Education in Texas is the fulfillment of the educational ministry of the Catholic Church and has as its primary goal the ongoing formation of the Christian person. It aims at the development of the individual's moral, intellectual, social, cultural, and physical endowments.

As an educational ministry, the Catholic Schools must respond to the needs of the whole person with qualifications and effective experiences in teaching.

The spiritual dimension is integrated in the three-fold responsibility of proclaiming the message revealed by God in work and deed, of building community, Christian fellowship, and fulfillment of the imperative of social justice, servicing our fellow man through sharing spiritual and temporal goods with those in need.

The intellectual dimension is met through a comprehensive offering of variety of learning experiences that assist the student to attain the goals of the various areas of instruction, to prepare them to cope with the societal demands, to understand and to participate in civic and governmental activities, and to appreciate the worth of each person and his culture.

The physical dimension is met through programs that prepare the student to have the knowledge and understanding of their physical and psychological structure and the environmental concerns that affect their well-being.

To attain this educational ministry, the educational ministry of the Catholic Church serves the elementary, secondary, and university school system in Texas and the Archdiocese of Galveston-Houston.

## **CAMPUS GOALS AND MISSION**

We are pleased and proud that you have selected St. Helen Catholic School for your volunteer service and personal mission. The mission of St. Helen Catholic School is “to grow children in wisdom, age, and grace!” St. Helen Catholic School is a culturally diverse community composed of the clergy, parishioners, parents, students, families, school personnel, and all who help to fulfill the school mission. St. Helen Catholic School promotes high academic standards within a Christ-centered, spiritual environment. Members of the St. Helen community seek to teach Catholic values, strengthen students in the Catholic faith, focus on the education of the whole person, and witness to the presence of Jesus Christ in the world.

## **THE MISSION OF ST. HELEN CATHOLIC SCHOOL**

The mission of St. Helen Catholic School is to provide a well-rounded education emphasizing Catholic ideals of academic excellence, personal integrity, Christian Service and enduring faith. We “grow children in wisdom, age, and grace!”

**Growing children in *Wisdom, Age, Grace (WAG)!***

## **GOALS**

\*Educate and form the total person spiritually, intellectually, personally, socially, and physically while recognizing the dignity of each student as a member of the Catholic educational community.

\*Celebrate Catholic traditions through daily prayer, regular liturgical and sacramental experiences, a solid program of Catholic religious studies, and the teaching of Catholic moral standards.

\*Promote traditional Catholic educational values by emphasizing high academic standards and achievement.

## **PHILOSOPHY OF ST. HELEN CATHOLIC SCHOOL**

St Helen Catholic School is a culturally diverse community composed of the clergy, parishioners, parents, students, school personnel and all persons who help to fulfill the school’s mission. St Helen Catholic school promotes high academic standards within a Christ-centered, spiritual environment. Members of the St. Helen community seek to teach Catholic values, strengthen students in the Catholic faith, focus on the education of whole person, and witness to the presence of Jesus Christ in the world.

## **ORGANIZATION OF THE TEXAS CATHOLIC SCHOOL SYSTEM**

### **Archbishop, Ordinary of the Archdiocese**

The Archbishop, as the Ordinary of the Archdiocese, possesses full and complete authority in the Archdiocese and therefore is the head of all Catholic schools and all parish religious education programs in the Archdiocese. He has the ecclesiastical authority to watch over and inspect educational programs within the Archdiocese, including the right to issue directives concerning the general regulation of such programs. The Archbishop, as the chief representative of the church's teaching authority, is the head of the Archdiocesan System of Schools. The Superintendent carries out the administration of the schools. Religious Education is under the guidance of the Director of the Office of Continuing Christian Education.

### **Catholic Schools Office**

The Catholic Schools Office serves, in an advisory capacity, the elementary and secondary school throughout the archdiocese. It recruits principals and teachers who share and respect Catholic values. The Catholic School Office provides leadership in developing curriculum guidelines for teachers and assumes responsibility for upgrading school programs in accordance with accreditation standards of the Texas Catholic Conference Accreditation Commission.

### **Pastor**

The pastor, under the authority of the Archbishop, is the primary leader of the parish of which the school is a part. He maintains certain responsibilities related to the school. The pastor is responsible for fostering, nurturing, guiding, and coordinating the ministries of the parish. He delegates the administration of the school to the principal who administers the school in accordance with diocesan policies and guidelines. Satisfactory and effective administration depends on the cooperation and mutual support of both pastor and principal in matters of local educational policy.

### **Principal**

As the educational head of the school, the principal is held accountable to operate the school in accordance with the Texas Catholic Conference Accreditation Commission and the advisory guidelines of the Catholic School Office. Specifically, the principal is the school's spiritual, educational, and managerial leader. The principal directly reports to the Pastor.

### **Local Board of Education**

The local board of education is advisory and consults with the pastor and principal in developing policies, budgets, and financing. The local board of education, in consultation with the pastor and principal, is charged with the responsibility of implementing Archdiocesan Board of Education Policy.

Board members are required to attend workshops each year for proper involvement in the educational process. Policies are developed when needs arise within the school community. The need for policy is usually initiated by the principal, but can be initiated by anyone within the school community. Parents and parishioners are elected as members. The board meets monthly.

### **Parents**

Parents are the primary educators of their child. They are responsible for contributing to a positive learning environment at the school and any school-related activities. For a detailed list of responsibilities, refer to the student/parent handbook.

### **Teachers & Staff**

Teachers are responsible for contributing to a **positive** learning environment at school and any school-related activities. All teachers are responsible for living out the Catholic philosophy, demonstrating success in the instructional process, interpersonal relationships, professional growth, and professionalism. For a detailed list of responsibilities, refer to the student/parent handbook.

## TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

**TECHNOLOGY** (STAFF and VOLUNTEERS: this section should be read prior to signing the TAUP acknowledgement form)

- All employees/volunteers are bound by the Archdiocese Technology Acceptable Use Policy (TAUP). The acknowledgment page of this policy is found on the previous page of this handbook and must be signed and submitted. The following pages (and below) describe the policy in detail for which you are acknowledging receipt.
- The servers, desktop PC's, printers, and all other school technology equipment are the property of St. Helen Catholic School. The school retains the right to search any and all equipment at any time.
- Appropriate language and etiquette are essential in using email. Never write anything in email that you would not want repeated or passed on or shown to a court of law. If you have any concern regarding how to respond to an email, send a draft to Dr. Coleman for advice/approval. Often "another set of eyes" can help one respond appropriately. It is not appropriate to have colleagues review parent emails; ask the principal for assistance.
- Facebook/MySpace or other social networking sites are not appropriate for use at school or to interact with students. Please refrain from accessing them. Additionally, staff members/volunteers are to refrain from posting student/class pictures on their own social media sites. We must honor the confidentiality and privacy rights of families. Staff-student interactions on social media and the posting of student pictures are deemed unacceptable, and the disciplinary actions will include dismissal.
- Teachers are expected to know the basics of computer software such as Word, Excel, and Power Point and to utilize these programs in lesson planning. Volunteers with this knowledge may be asked to assist staff.



# TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) AGREEMENT

## for Employees and Volunteers

Access to the technology resources of *St. Helen Catholic School* by its faculty, staff and volunteers is for purposes of instruction, research, and school administration. Technology resources may include computer hardware and software licensed to the schools and cell phones issued by the school. These resources are not to be used for private business or personal, non-work related communications.

### **Electronic Communications**

Whether occurring within or outside of school, when a staff member's or volunteer's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the staff member/volunteer can be subject to the full range of disciplinary consequences including the termination of the staff member or the revocation of the volunteer's services. This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

### **Below are the guidelines to follow:**

#### **Use of Resources**

Respecting the rights and property of others is paramount. No improper access or misuse of files, data, or information, or improper use and waste of technology resources, such as disk space or printing supplies will be tolerated. Staff must secure the permission of the principal to check-out technology resources for use over the summer.

#### **Software**

Both operating systems and program applications must be approved by the school administration and Technology Consultant and installed by the appropriate, designated Technology staff. Each user is responsible for taking precautions to prevent viruses on his or her own equipment, as well as the school and/or Archdiocesan equipment.

The illegal installation of copyrighted software or files for use on school computers is prohibited. The school's Technology Consultant is to install any software on school computers following the licensing agreement. The Technology Consultant or office staff will secure all license agreements on file. It is the policy of the Archdiocese of Galveston-Houston that all employees, volunteers, and students are to abide by the federal copyright laws. Employees, volunteers, and students who willfully disregard copyright laws are in violation of this policy, doing so at their own risk and assuming all liability. This includes technology and other materials.

#### **Copyright**

It is the policy of the Archdiocese of Galveston-Houston that all employees, volunteers, and students are to abide by the federal copyright laws. Employees, volunteers, and students who willfully disregard copyright laws are in violation of this policy, doing so at their own risk and assuming all liability. Employees, volunteers, and students may copy print or non-print materials allowed by:

- Copyright laws
- Fair use guidelines
- Specific licenses or contractual agreements
- Other types of material if permission is given in writing

## **Security of Technology Assets**

The purpose of the security policy is to ensure that technology assets are used only by authorized persons for authorized purposes, that computer related hardware, software, data, and digital equipment are protected from mischief, and that accountability is established for achievement of these objectives. Passwords for accessing technology resources must be kept private, changed regularly, and must meet password strength requirement. It is the employee/volunteer's responsibility to use the password and protect it from unauthorized use of others. Employees and volunteers should not allow students to access resources through their employee/volunteer accounts.

## **Reporting Security Violations**

Security violations should be reported immediately to the technical designee and principal. Failure to report such violations or to adhere to the Security Policy could result in negative consequences on performance reviews, up to, and including, loss of employment.

## **Publishing Student's Work**

Check parental permissions before publishing student work, images or information onto the school website/Internet.

## **Internet**

It is the policy of the Archdiocesan Catholic schools (as stated in the Archdiocesan Catholic Schools' Technology Plan) and *St. Helen Catholic School* to require the ethical use of the Internet and related technologies by all employees and volunteers, as stated in the Archdiocesan Catholic Schools Technology Plan. These policies are set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

## **Acceptable Use**

The use of the Internet and related technologies must be in support of education and research consistent with the educational objectives of the Archdiocese and the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks. Student access to the Internet shall be monitored or supervised by a school staff member at all times.

## **Unacceptable Use**

Transmission of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, weblogs (also known as blogs), text messages, images, or material protected by trade secret. Social networking, web sites, blogs, video sites (e.g. MySpace, Facebook, YouTube, Friendster, tagged.com, etc., except those used for educational purposes) are off-limits on school property. Use for commercial activities, product advertisement, political lobbying, game playing, gambling, unauthorized chat, or chain letter communication, information on bombs, pornography, and inappropriate language, and communications is also prohibited. **Personal use of cell phones or other electronic devices during instruction is prohibited unless the teacher has given permission for instructional usage.**

No profane, abusive or impolite language shall be used to communicate, nor materials accessed, which are not in line with the Archdiocesan code of professional ethics. This includes any communications on social media sites.

A Catholic school administrator can impose consequences for conduct occurring outside school that detrimentally affects the school. Whether occurring within or outside of school, when a staff member's or volunteer's use of electronic communication jeopardizes the safe environment of the school, detrimentally affects the school's reputation, or is contrary to Gospel values, the staff member may be discharged or the volunteer may lose his/her privileges of volunteering at any of the Catholic schools.

## VISITOR AND VOLUNTEER GUIDELINES

### *General Visitor and Volunteer Campus Guidelines*

All visitors entering the campus must enter through the main campus building. Visitors will be viewed by both exterior and interior cameras. To insure the safety of all children, staff, visitors, and volunteers of SHCS, all visitors must check in through the Raptor system at the Receptionist's desk.

The receptionist must allow you to enter the building through a secured door. Everyone must go through the security door and check with the receptionist. **NO ONE IS ALLOWED TO ENTER THE CAMPUS OR CLASSROOMS WITHOUT FIRST GETTING A VISITOR PASS FROM THE RECEPTIONIST**, which requires Raptor screening prior to receiving a pass. (All visitors who wish to be volunteers **MUST** have completed an initial VIRTUS training course prior to working with any of our students. Volunteers must sign in, and their VIRTUS status will be checked prior to working with children.)

You will be asked to provide ID prior to receiving a visitor's pass. A picture ID system called Raptor will be used to screen ALL visitors. Each visitor must present a driver's license or a state ID to the receptionist. The Raptor system then runs the picture ID and checks the Department of Public Safety's and state police forces' databases for active charges of sexual abuse or for outstanding warrants.

A visitor's pass must be worn and visible at all times while on campus. The staff has been instructed to send anyone without a visitor's pass to the Receptionist's office to obtain a pass. This is a safety issue that must be observed for the sake of our students and staff. Security cameras are also in use at every entry/exit, in each classroom, and in the hallways to monitor for safety. We respectfully request your cooperation with the staff on duty who request your picture ID and ask that you sign in.

### *Other Visitor Guidelines*

- **Visitors may bring children to campus if they are attending parties, pep rallies, and programs (“the 3 P’s”).** These are the only events in which siblings are allowed. This holds true **UNLESS** a visitor is working as a volunteer. **NO SIBLINGS** are permitted when visitors are working as volunteers.
- Visitors are expected to dress appropriately. Extremely low-cut and revealing clothing and short-shorts or skirts should not be worn to campus as they pose a distraction to the learning process. In general, volunteers and visitors should follow the dress guidelines cues established by staff.
- Visitors should **NOT** use the students' restrooms. Please request to use the office facilities.
- Visitors should be VIRTUS trained in order to videotape or record students. Taking a picture of a single student or small classroom group is permitted. However, due to confidentiality issues and privacy requests of many students, videotapes and recordings are not permitted by non-VIRTUS trained visitors. At no time should media (pictures, recordings, video, etc.) of our students be posted on public social media sites.
- Visitors are expected to comply with fire/safety drills and follow the evacuation procedures of the campus.

## **VOLUNTEERING**

### *General VIRTUS Information*

All prospective school volunteers (frequent, ongoing, recurring contact expected) must attend the VIRTUS training “Protecting God’s Children (PGC)” program offered by the Archdiocese, free of charge. PGC is a workshop on child sexual abuse prevention. Applicants must register for VIRTUS training on-line by going to [www.virtus.org](http://www.virtus.org). The campus VIRTUS Coordinator and Safe Environment Coordinator (SEC) is Raquel Wood, [rwood@sthelencatholicsschool.org](mailto:rwood@sthelencatholicsschool.org).

If the prospective school volunteer has attended PGC training previously, the VIRTUS Coordinator will verify the “active” status of the volunteer. If it has been 5 or more years since the volunteer has taken the initial training, the volunteer must register for the ongoing training, “Keeping the Promise Alive (KPA).” If it has been less than 5 years since



the prospective volunteer has taken the first training, the VIRTUS Coordinator will alert the volunteer as to when their initial volunteer approval will expire.

If a VIRTUS trained volunteer has lost or forgotten his/her user name and/or password for the VIRTUS site, please email the SEC, Raquel Wood, [rwood@sthelencatholicsschool.org](mailto:rwood@sthelencatholicsschool.org).

As part of the VIRTUS training process, volunteers must sign an Ethics Code of Conduct and submit an authorization form for a background check. All parts of the process must be completed in order to be fully certified by VIRTUS.

#### *General Volunteer Issues at St. Helen Catholic School*

Catholic schools depend on the consistent and loyal services of volunteers. Volunteers serve the school in many capacities, such as in the clinic, office area, cafeteria, or as room parents, etc. Another way to serve is to volunteer on committees. This includes, but is not limited to, the Dinner-Dance Committee and its subcommittees, Home and School Committees, Board of Education Committees, and making phone calls or assisting from your home.

Other ways of volunteering are to chaperone field trips or work at the church bazaar. Anyone in the family, including students, siblings, grandparents, aunts, and uncles may assist in earning the family's hours. Please contact the front office or our volunteer parent coordinator to volunteer service to your child's school. All SHCS volunteers must sign the Volunteer Handbook Acknowledgment sheet, pass a criminal background check, and attend VIRTUS training. Volunteers will also be requested to present their valid picture ID for the Raptor system each time they come to campus.

**Visitors (not volunteers) may bring children to campus if they are attending parties, pep rallies, and programs (“the 3 P’s”).** These are the only events in which siblings are allowed. This holds true UNLESS a visitor is working as a volunteer. NO SIBLINGS are permitted when visitors are working as volunteers.

Volunteers may not take younger siblings along on field trips or other school sponsored activities. Due to liability and supervision concerns, siblings are never allowed to accompany a parent who is volunteering service to the school. As with visitors, all SHCS volunteers are expected to be dressed appropriately. For volunteers, no shorts are allowed, unless you are working in the garden, landscaping, working Field Day, or helping at P.E. classes. Volunteers are expected to have the same standard dress code as teachers and staff.

Volunteering does not include walking your child to class or trying to get a chance to speak with the teacher prior to class starting. Teachers are all on duty supervising students at 7:30 a.m. and are not able to meet with you. We would like to maintain open communication with all parents and families, so please call in advance to request a parent meeting. Parents are discouraged from interrupting classes or walking the building to observe their child, clean lockers, find lost supplies, etc. because of the possible disruptions caused. If you would like to visit your child's classroom, please schedule an appropriate time with your child's teacher.

#### *Media Issues*

All approved volunteers are permitted to take pictures or videos at school functions. However, the posting of pictures and videos to public social media sites could be a violation of students' confidentiality and privacy (Please research FERPA – Family Education Rights and Privacy Act to better understand privacy violations.)

#### *Room Parent Volunteers*

The Room Parents are volunteers whose duties are to assist the Principal, teachers, and students in various ways. Please contact the classroom teacher or an HSA representative to volunteer as a Room Parent.

#### *Student Volunteers*

All junior high students (6th - 8th graders) have a 10-hour required yearly service hour commitment for volunteering. Fifth graders have an 8-hour required yearly service hour commitment. Students in grades four have a 6-hour required yearly service hour commitment.

**VOLUNTEER HANDBOOK**

**ACKNOWLEDGEMENT OF RECEIPT**

**2018 - 2018**

I, \_\_\_\_\_ (print name), volunteer of St. Helen Catholic School for the 2018-2019 school year, **acknowledge receipt of this handbook. I also agree to abide by its terms and content. I understand I am responsible for being familiar with the content within in the immediate future.**

The policies and regulations contained are for informational purposes only and do not constitute a contract of employment or continual agreement to volunteer, nor should they be interpreted or construed as such. The School maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed

**VOLUNTEER HANDBOOK**

**ACKNOWLEDGEMENT OF RECEIPT OF  
CONFIDENTIALITY AGREEMENT**

**2018-2019**

**Non-Disclosure of Information for CATHOLIC SCHOOLS**

This Confidentiality Agreement is effective between the undersigned and St. Helen Catholic School.

From time to time an employee, volunteer, Committee member, Board member, Staff member, (either paid or unpaid), may attend meetings or engage in other activities where sensitive and confidential information may be discussed or presented orally or in writing. This Confidentiality Agreement establishes an agreement between the above-mentioned parties that any information discussed, heard or transcribed will not be released, discussed or shared in any manner with any individual outside of the immediate current and appropriate SCHOOL representative.

Confidential information means any information or material that is proprietary to or that is not generally known outside of the SCHOOL, including, but not limited to: proprietary parish information, proprietary school information, diocesan proprietary information, business plans; personnel information; donor and prospective donor information; scholarship or grant applicant information; internal discussions and other information that may be deemed proprietary; student records; health records, personnel file records, all protected records and all information of a sensitive proprietary nature.

No copying or modifying of Confidential Information is allowed and the Undersigned shall not disclose any Confidential Information to any person without the prior written consent of the Pastor or Principal of the school.

If any employee violates this Confidentiality Agreement, the employee may be subject to disciplinary action up to and including termination. If a volunteer violates this policy they may no longer be permitted to volunteer.

I have read the above statement regarding confidentiality and agree to abide by it to the best of my ability.

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Signature

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Date Signed

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Printed Name

**VOLUNTEER HANDBOOK**

**ACKNOWLEDGEMENT OF RECEIPT OF  
TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)**

(See policy in another section of this handbook)

**2018-2019**

I, \_\_\_\_\_ (print name), volunteer of St. Helen Catholic School for the 2018-2019 school year, **acknowledge receipt of the Archdiocese of Galveston-Houston Technology Acceptable Use Policy (TAUP). I agree to abide by its terms and content. I understand I am responsible for being familiar with the content within (see Technology section within this handbook for AUP).**

The Archdiocese maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Failure to abide by any of these policies may constitute grounds for dismissal from volunteering in any of the Catholic schools.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed