

VOLUNTEERS [PARENTS / GUARDIANS] AND VISITING THE SCHOOL

Parents/guardians are welcome to visit the classrooms of their children. Arrangements must be made in advance with the teacher. It is suggested that parents do not plan to visit classrooms during the first two or last two weeks of school for the purpose of observing regular class work. *Other children* visiting classrooms must be cleared in advance with the principal and teacher. The principal reserves the right to refuse a request if not in the best interest of the class. Parents are encouraged to attend school functions.

VISITING THE SCHOOL - GENERAL / VOLUNTEERS

Halls and playgrounds are supervised by school personnel to ensure the safety of students. **All volunteers and visitors must sign in at the school office upon arrival and sign out when leaving.** Siblings, who are not registered students at St. Rose School, are not permitted on campus during school hours. Pets are not allowed on campus, unless for a limited time - specifically for *show and tell* in the classroom.

VOLUNTEER GUIDELINES

1. Always **check in through the office** and pick up a **Volunteer ID badge**.
2. State law requires that anyone working with children provide:
 - * Proof of a TB Test within the last four years.
 - a. All school volunteers **MUST** provide TB Test Proof before volunteering.
 - b. The school will maintain a clearance file.
 - c. Contact County Health office or your physician to schedule testing.
 - * Proof of fingerprint clearance.
 - a. Pick up fingerprint form in school office (St. Rose School's form must be used).
 - b. Contact Police department to schedule.
 - c. Bring a completed copy back to the school office (the school will contact the volunteer when the clearance comes through).
 - d. The CSD and school will maintain a clearance file.
3. The Diocese of Sacramento Catholic School Department requires all volunteers to complete the Shield the Vulnerable Online Course (Charter for the Protection of Children and Young People issued by the United States Catholic Bishops):
 - a. All school volunteers **MUST** provide a Shield the Vulnerable Certificate of Completion.
 - b. Retrieve the step-by-step Shield the Vulnerable online course instructions from the school office. The course takes 1 to 1.5 hours and can be paused and returned to as long as the volunteer sets up their own log-in and password.
 - c. The CSD and school will maintain a clearance file.
4. Code of Ethics - Student Privacy
 - a. State Law insures that a student's right to privacy be respected at all times.
 - b. Any personal information about a student is not to be revealed.
 - c. Gossip can be deadly - Give each student the benefit of being referred to **ONLY** in positive terms. (Think about how your child would feel.)
5. In the event of an injury:
 - a. Minor injuries - send student accompanied by another student to office IF NEEDED.
 - b. Serious injury - **DO NOT MOVE STUDENT**; use intercom or send a runner to the office for assistance.
6. It is the responsibility of the volunteer to notify the person to whom they report when they are unable to work.

THE FOLLOWING CODE OF ETHICS IS ESSENTIAL FOR VOLUNTEERS

1. Any authority given to a volunteer is at the discretion of the teacher who is directly responsible for the instruction, safety, and discipline of the students.
2. The classroom teacher will specify what he/she wants the volunteer to do.
3. Volunteers never divulge confidential information to which they may have access in the classroom or in the school. **It is a state law that the rights of students are to be respected and that personal information about them is not to be revealed.**
4. If it is found that a volunteer cannot follow the essential code of ethics for a volunteer, he or she may be asked by the principal to discontinue volunteering.

VOLUNTEER DRIVER LIABILITY INSURANCE

All parents/guardians who drive children for school-sponsored activities must be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual / \$300,000.00 cumulative each loss or occurrence bodily injury, \$50,000.00 property damage, \$5,000.00 per person medical, and \$100,000.00 uninsured motorist insurance. Parents are reminded that the number of persons in a car should not exceed the number for which the car was constructed and all children must wear a seat belt. The school must have a copy of each driver's valid license and current proof of automobile insurance. **Field trip drivers must strictly adhere to the itinerary of the planned trip.** If the driver deviates from the itinerary, they become ineligible under the liability insurance of the school. Please refer to page 46—**drivers may not bring siblings.**