

VOLUNTEERS

All volunteers must have documentation of attendance at the Archdiocese's Honor Thy Children Safe Environment Workshop and a completed background check on file before they are permitted to volunteer. Information is available on our website regarding the date/time/location of the upcoming Safe Environment Training workshops. The application for a background check is available under Student Forms section of our website. If you are interested in volunteering, please complete this form and return it to our office. We will mail it in to the appropriate destination for the background check.

Room Parents

Each classroom has parents whose services are to:

- ❖ Call parents in case of school emergency
- ❖ Help teachers plan holiday parties, etc.
- ❖ Assist faculty in parent-teacher communications
- ❖ Be responsible for getting parent volunteers at the Fall Festival
- ❖ Be responsible for getting parent volunteers for the monthly Dine and Dash Luncheons

Cafeteria

- ❖ Oversee and monitor lunch periods (10:30-1:30pm)
- ❖ Supervise students, serve food

Health Screenings

- ❖ Assist with health screenings (Vision, Hearing, and Scoliosis)

Physical Education

- ❖ Assist with teacher as needed

For the safety of the children, it is expected that a parent or a designated adult supervisor **be active and present to and responsible for children** when they are engaged in any activity in which the school name is used, be it on our school premises or elsewhere.

For safety reasons, all volunteers and visitors must log the time in and out in the appropriate book located in the school office. Visitors/volunteers will be issued a visitor's pass, which must be displayed at all times when in the building.