

MENOMINEE CATHOLIC CENTRAL SCHOOL

Menominee, Michigan

HANDBOOK FOR VOLUNTEERS



Volunteers Serving the Catholic School Community

Lending a Helping Hand!!

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It's not how much we give, but how much love we put into giving.
Mother Teresa

A. Philosophy/Mission Statement:

PHILOSOPHY

Menominee Catholic Central School is committed to providing quality Catholic education for students from Menominee and its surrounding area in a Christian atmosphere of acceptance and challenge in order to aid them to:

- Grow in Christ
- Develop a strong feeling of self-worth; and
- Be academically prepared for their future

We will strive to graduate a Christ-like person who is prepared to live spiritually, emotionally, and educationally as a contributing member of society. As committed educators, we will:

- Teach the “Good News” both factually and through our example;
- Build positive rapport in order to enhance self-esteem within our school community;
- Provide challenging learning experiences through an organized curriculum, which meets the needs of every student.

MISSION STATEMENT:

Menominee Catholic Central will provide a high quality academic education in a safe environment based on the religious and moral teachings of the Roman Catholic Faith.

B. School Goals and Objectives:

In accordance with the Philosophy/Mission Statement, we strive-

- To promote an environment based on Catholic principles and integrate these values into daily life
- To inform and involve parents in all aspects of their child’s education
- To provide opportunities for community support and participation within the school
- To teach Christ-like respect for God, self and others
- To provide a challenging curriculum that enables each student to reach his/her full potential
- To provide opportunities for prayer and participation in the worship and traditions of the Catholic Church
- To encourage our students to share their individual talents through various service projects
- To teach them to make life choices based on Christian values

C. Procedure for Becoming a Volunteer:

1. Persons willing to volunteer are asked to complete the **REGISTRATION FORM FOR VOLUNTEERS** and **log their hours in the office.**
2. VIRTUS registration and background check is required
3. The school will try to assign volunteers to tasks which utilize their gifts and talents to the extent that it is practical to do so.

D. Qualifications and Requirements for Volunteers:

1. The basic qualifications needed to be an asset to the school as a volunteer are -
 - A willingness to give of time and talent
 - A sensitivity to the school's efforts of serving students and the school community
 - Physically and mentally able to function effectively in the school environment
2. The primary requirements for volunteers are-
 - Being dependable and prompt
 - Being confidential
 - Acceptable level of personal conduct
 - Proper dress for the school setting.
 - Being friendly, with a warm positive attitude
 - Being capable of maintaining firm but kind discipline when working with children
 - Parents may not bring younger children along when volunteering at MCC or on field trips unless expressly pre-arranged with the teacher and by the principal

E. Rights of Volunteers:

Volunteers have the right to:

1. Be recognized as a valued member of our school community
2. Be treated with respect due any adult staff member
3. The information/resources necessary to perform the tasks to which they are assigned.

F. Responsibilities of Volunteers:

Volunteers are expected to:

1. Arrive on time and perform the assigned tasks
2. Respect and enforce school rules and procedures
3. Treat all students the way Jesus would treat them if He were a volunteer in our school
4. Ask for instructions and assistance, when needed
5. Be involved in training, as needed
6. Understand the school philosophy, goals and objectives

G. Student Conduct, Discipline Expectations and Policies:

The school administrator, teachers, and playground supervisors always have the primary responsibility for student behavior and enforcing the discipline policies. It is essential that all volunteers understand the student discipline policies of the school and assist in enforcing the policies regarding student behavior. Volunteers are expected to be supportive of the authority of the teachers and administrator in maintaining the expectations for student behavior.

The policies concerning student discipline, general student conduct, suspension and expulsion are in the *Parent/Student Handbook*. They should be carefully reviewed. Specific information on the "Use of Physical Force" in a student incident is spelled out in the diocesan policy 5144.1 CS/RS.



H. Health and Safety of Students:

Volunteers are expected to assist when a situation occurs concerning the health and safety of students.

1. Child Abuse and Neglect Laws –

Schools are legally required to follow procedures for reporting suspected Child abuse and neglect as established by the State of Michigan Child Protection Law (P.A. 238).

If a volunteer observes that a child may be abused or neglected, he/she should report it to the teacher or administrator, who will make a determination concerning reporting it to the Family Independence Agency, as per state law.

2. Handling a Student Accident/Injury –

If a volunteer is the first person available to handle a student injury (such as on the playground, when the administrator or teacher is not immediately available), it should be handled using discretion for the safety of the student and the health of the volunteer. Initial steps should be taken for the safety of the child (i.e., stopping severe bleeding) while sending for help (sending a student or other volunteer).

The volunteer is to use safety procedures to limit the possibility of exposure to blood borne pathogens (as provided in the training in the universal procedures against exposure and/or contamination).

Volunteers who are supervising children on the playground are expected to have one of the mini First Aid Kits on them (including the plastic/rubber gloves) the complete First Aid kit is available in the school office.

If the volunteer is the primary adult that observed and initially handled and accident situation, he/she is responsible for completing the Accident Report form (see appendix 5).

3. School Crisis Management and Safety Plan –

Volunteers will be provided with information on the school plan of action in the event of crises, and their role in implementing the plan in a crisis situation.

4. Dispensing Medication in School –

All medications are to be administered to students in the school office, except in special situations when it might be administered in the classroom.

Volunteers are not to dispense medications to students, unless they are specifically trained to do so in special circumstances (such as with a situation of severe diabetes).

I. Field Trips:

Volunteers who are adult chaperones or drivers for field trips are to function under the supervision of a school faculty/staff person.

If the volunteer is a driver, the expectations for drivers need to be followed, including the completion of a *Volunteer Driver Information Sheet* (appendix 6 is a sample of the information sheet and diocesan Field Trip policy 6153 CS/RE).

It is generally not appropriate for a parent to bring their younger children when chaperoning and/or driving for a field trip.

J. Confidentiality:

As a volunteer you may learn confidential information about students, parents and staff. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.

Lack of confidentiality can have a negative affect on the professional environment and the Christian atmosphere of the school.

However, volunteers must understand that there are times when student confidences cannot be kept. If a student confides a desire to commit suicide to a volunteer, that confidence must be reported. The guideline must be: Any information which, if shared with parents and/or the school administrator, may save someone from harm, must be shared.

K. Ethical Standards with Regard to Ministry with Children:

This Code of Ethics was written and published in 1997. It was developed in cooperation with the Marquette Diocesan Priests' Council with the assistance of codes and protocol documents from other dioceses and archdioceses. It was disseminated to all the Priest Council Representatives for the purpose of deanery review and comment. Since its first publication in July of 1997, the Code of Ethical Standards was revised in August of 2003 in light of the U.S. Bishops' *Charter for the Protection of Children and Young People*. The main intent of that revision was to strengthen the requirements to observe certain standards of ministerial behavior when working with minors. This latest revision is to be considered the current official policy of the Diocese of Marquette.

Responsibility for adherence to this Code of Ethical Standards rests with the Church personnel and volunteers themselves. It is anticipated however, that disregard of this code by Church personnel and volunteers will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop). Remedial action may take various forms from counseling to removal from ministry.

The conduct of Church personnel and volunteers, both public and private, has the potential to inspire and motivate people, or scandalize and tear down their faith. They must be aware of the responsibilities that accompany their ministry. They must also know that God's goodness and graces support them in their ministry.

Church personnel and volunteers working with youth must use appropriate judgment to insure an open and trustworthy relationship.

1. Minors must always be viewed - whether in a social or ministerial situation – as the restricted individuals they are, that is, they are not independent. Wherever they are and whatever they do must be with the explicit knowledge of the parents or guardians. Also, they are subject to specific civil laws in their own proper state and city which may prohibit certain activities. They are not adults and are not permitted unfettered decisions. Any and all involvement must be approached from this premise.
2. Caution and professional attitudes are to be observed in all interactions with minors.
3. An adult must attempt never to be alone with a minor in the rectory, parish residence, school, or in a closed room.

4. In meeting and or pastoral counseling situations involving a minor, excluding Sacramental Reconciliation, the presence or proximity of another adult is required. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an administrator, etc.) another adult must be informed that the meeting will be taking place and the doorway must be left open.
5. Minors are permitted to work in the rectory, parish residence, school or parish facility, only when there are at least two (2) adults present in the building.
6. An adult must not engage in games or other sport activities with one minor unless a second adult is present.
7. A group of minors may not engage in organized games or sports activities when there is only one adult present. At least two (2) adults must be present.
8. An adult must try to avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities.
9. Youth group trips must have a minimum of two (2) adult chaperones. Larger groups must have at least one (1) adult chaperone for every ten (10) minors.
10. While on youth trips, the adults must maintain a professional stature and socialize appropriately with minors.
11. One (1) adult may never engage in an overnight trip with a minor or minors.
12. While on youth group trips, clergy may never stay alone overnight in the same motel/hotel room with a minor or minors.
13. Adults must take care to avoid the risk of a minor's developing a dependency on them in the place of the minor's parent/guardian, becoming a father and/or mother figure to a minor.
14. The sacristy door must always be open whenever minors are present within the sacristy.
15. Comments of a sexual nature must not be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.
16. Topics or vocabulary such as profanity, cursing, and vulgar humor which could not comfortably be used in the presence of parents/guardians or another adult, must not be utilized in the presence of a minor/minors.
17. Adults are absolutely prohibited from serving or supplying alcohol or controlled substances to minors. Nor may alcoholic beverages be served or consumed by adults at parish or school social activities for minors.
18. Reflection on the words of Jesus Christ regarding children is a healthy meditation before any involvement with a minor/minors, and a salutary reflection and examination after each involvement. (Mt. 18:6, Mk. 9:42, Lk. 17:2, Mk. 10:13-16)

Volunteers must remember that they are responsible adults rendering a service. In seeking to assess the appropriateness of an adult/student relationship, some questions to ask are these: Whose needs are being met? Is there a boundary? What is it?

Appendix

Use of Physical Force

Student Restraint

School and Religious Education personnel, within the scope of their responsibilities, have the duty to protect students from harming themselves and others. He/she may use reasonable physical restraint as may be necessary to:

- * Protect himself/herself, the pupil, or others from immediate physical injury
- * Obtain possession of a weapon or other dangerous object upon or within the control of the pupil
- * Protect property from physical damage

Corporal Punishment

Corporal punishment is understood to mean the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for a pupil's offences.

Persons employed by or engaged as a volunteer by schools and religious education programs within the Diocese of Marquette shall not threaten to inflict, or cause to be inflicted corporal punishment upon any pupil.

A list of alternatives to the use of corporal punishment should be established in accordance with formally adopted policies of the Local Commission/Board of Education.

Policy 5144.1

Adopted: September 22, 1988

Updated: February 2002

DIOCESE OF MARQUETTE

Marquette, Michigan

INSTRUCTION

FIELD TRIPS

Field trips shall be planned so as to provide safe, beneficial, and appropriate educational experiences. Parents may not bring younger children along when volunteering at MCC or on field trips unless expressly pre arranged with the teacher and approval from the principal.

- A. **Transportation** – When a religious education or school program provides transportation, a safe Means of transportation shall be arranged. Whenever possible, bus transportation shall be used. When private vehicles are used, the following conditions shall be met –
1. All drivers must be 21 years of age or older
 2. All drivers must have a valid, non-probationary driver’s license and no physical disability that may impair their ability to drive safely.
 3. The vehicle must have a valid registration and insurance.
- B. **Supervision** – The program administrator shall provide an adequate number of responsible adult chaperones.* Chaperones shall be briefed as to the purpose of the field trip and shall be informed as to their specific responsibilities.
- C. **Permission** – Written consent shall be obtained for each student prior to each field trip. These consent forms shall be kept on file until the end of the school year.
- D. **Medical Information** - Medical information, contact persons and authorization for emergency medical treatment must be with the chaperones for Catholic School field trips.
- E. **Volunteer Driver** – A signed Volunteer Driver Information Sheet must be submitted to the program administrator for each vehicle used.

*The Marquette Diocesan *Code of Ethical Standards for Ministry to Minors* designates under item 1.10, that “youth group trips should have a minimum of two (2) adult chaperones. Larger groups should have at least one (1) adult chaperone for every ten (10) minors.”

Policy 6153 CS
Adopted: December 1, 1988
Revised: May 6, 1999
Updated: February 2002

DIOCESE OF MARQUETTE
Marquette, Michigan

Utilization of Volunteers

REGISTRATION FORM FOR VOLUNTEERS

Name of Applicant: _____
(First) (M.I.) (Last)

Address: _____
(St./Box #) (City) (State) (Zip)

Phone: (Home) _____ (Work) _____

Religion: Catholic _____ Other _____

Social Security #: _____ Date of Birth _____

Qualifications: What qualifications/skills do you possess that will be helpful in volunteer activities?

Volunteer Activities: List the activities for which you are volunteering

Health: Do you have any physical, mental, or medical impairment which would preclude or interfere with your performance of volunteer activities? Yes _____ No _____

If yes, explain: _____

Criminal Record: Have you ever been convicted of a criminal offense? Yes _____ No _____

If yes, explain: _____

Pursuant to Public Act 68 of 1993 and Public Act 83 of 1995, I understand and agree to a criminal history check on me from the Central Records Division of the Michigan Department of State Policy and the Federal Bureau of Investigation. Yes _____ No _____

Personal References: (Three)

(Name) (Address) (Phone)

Signature: I commit myself to the service of this school/religious education program and agree to follow its principles, policies, and procedures. I have received & read the volunteer handbook.

Signed: _____ Date: _____

Resource: NCEA, Volunteers in Catholic Schools, An Administrator's Guide to Legal Considerations

Rule
Adopted: September 22, 1994
Revised: February 2003

DIOCESE OF MARQUETTE
Marquette, Michigan



**Volunteer and Church Personnel
Criminal Background Check
Authorization Form**

Diocese of Marquette

Parish/School/Diocesan Office _____
(Where do you work/volunteer?) **Parish/School/Diocesan Office City** _____

What is your Position? _____
(at the parish/school/Diocesan office) **Your Position** _____

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the diocese mandates that criminal history background checks be conducted for all employees and volunteers. A volunteer is defined as an unpaid person working at a school or parish who on a regular basis, sees, works with or is around children in an unsupervised situation, or has the potential to be alone with children, or in a position to observe those who are. Please complete this form of basic information about you, which assures the best possible program and safety for all.

Please complete your responses to the following questions and return this form to your Parish/School Safe Environment Program Coordinator.¹

Name: _____
Last First Middle Initial

Address: _____ City: _____ State: _____ Zip _____

Known by any other name(s): _____

Place of Employment: _____ Work Phone: _____ Home Phone: _____

*Date of Birth: _____ Social Security #: _____ (Only required if resident outside of Michigan in the last 7 years)

Number of years in Michigan: _____ If less than 7 years, please list all previous residence(s) outside of Michigan in the past 7 years:

a. _____
Street City State Zip County

b. _____
Street City State Zip County

Driver's license #: _____ State: _____ *Sex: Male _____ Female _____
(only required if resident outside of Michigan in the last 7 years)

Authorization:

I understand that investigative inquiries on my background are to be made about me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will consist of criminal history background checks and/or driving record check using the services of the Diocesan Department of Ministry Personnel or a designated outside firm according to the policies of the hiring entity. The information received will be kept confidential and will be used only to determine my suitability for the above noted position.

I authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future.

YOUR SIGNATURE

(Date)

*Note: Date of birth and sex are being requested only for purposes of identification in obtaining accurate retrieval of records.

¹ Parish/School Safe Environment Program Coordinator will forward this Authorization Form to the Diocesan Safe Environment Program Coordinator, 1004 Harbor Hills Drive, Marquette, MI 49855

STUDENT ACCIDENT REPORT

School Menominee Catholic Central School MCC Unit # _____ Phone (906) 863-3190

Address: 1406 10th Avenue City Menominee Zip 49858

Name of Injured Student: _____ Date of Birth: _____ Grade _____

Parent's Name _____ Phone # _____

Parent's Address _____ City _____ Zip _____

Date of Accident _____ Time _____ A.M. _____ P.M. _____

Specific Location of Accident _____

Person Supervising _____ Title _____

Describe How Accident Occurred _____

Describe Accident Location, Surface, and Condition _____

Describe Injury, Extent, and Side of Body _____

Name of Person Providing First Aid _____

Describe First Aid Administered _____

Were Parents Notified? Yes _____ No _____ How? _____

By Whom? _____ At What Time? _____

List Witnesses, Address, and Phone Numbers

Name of Person Making Report _____ Phone # _____

Title _____ Date of Report _____

ALL ACCIDENTS SHOULD BE REPORTED TO THE PRINCIPAL'S/ADMINISTRATOR'S OFFICE ON THIS FORM ON THE DAY THEY OCCUR.

Student Accident Supplemental Insurance is provided by a separate program through Michigan Catholic Conference. However, to protect the diocese from potential liability, this report must be completed for all injuries other than minor cuts and bruises.

PLEASE REPORT ALL INJURIES IMMEDIATELY TO GALLAGHER BASSETT SERVICES, INC.:

IF UNIT LOCATED IN ARCHDIOCESE:
P.O. BOX 687, SUTHFIELD MI 48037
(248) 352-1062 FAX (248) 350-1710

IF UNIT LOCATED OUTSIDE ARCHDIOCESE
P.O. BOX 1448, EAST LANSING MI 48826-1448
(517) 351-3100 (800) 926-1819 FAX (517) 351-5528

RECOMMENDED VOLUNTEER DRIVER INFORMATION SHEET

I. Driver:

Name: _____ Date of Birth: _____

Address: _____ Social Security # _____

_____ Phone: _____

Driver's License # _____

II. Vehicle That Will Be Used:

Name of Owner: _____ Year and Make: _____

Address of Owner: _____ Model: _____

_____ License Plate: _____

Registration Expires: _____

***** If more than one vehicle is to be used, required information must be provided for each vehicle**

III. Insurance Information: When using a privately owned vehicle, the insurance coverage is the Limits of the insurance policy covering that specific vehicle.

Insurance Company: _____

Policy Number: _____

Expiration Date: _____

Liability Limits of Policy* _____

- **Please note: The minimal acceptable liability limits for privately owned vehicles is \$500,000 CSL (Combined Single Limit – which is recommended by the Diocese – Not mandatory)**

IV. Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I am 21 years of age or older, hold a valid non-probationary driver's license, have no physical disability that may impair my ability to drive safely, and have required insurance coverage in effect on any vehicle used to transport students.

(Signature) Date: _____

Rule

Adopted: December 1, 1988

Revised: January 4, 2000

Updated: February 2002

Updated: January 2003

DIOCESE OF MARQUETTE
Marquette, Michigan

