

As taken from the Holy Rosary School Parent and Student Handbook 2018 - 2019

XV. VOLUNTEERS

A. Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

i. Volunteer Health Screening

All volunteers who work at the school site must have a TB test on file.

It is required that all new volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six (6) months and every four years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every four (4) years.

If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years, a two (2) step skin test procedure is required. If a skin test is positive, a chest X-ray is needed, one (1) time only. Thereafter, a symptom screening is recommended every four (4) years, documented by a physician.

ii. Volunteer Background Checks – Megan’s Law Screening

A Megan’s Law screening must be done for any volunteer who falls under the categories listed below:

- a) All volunteers who work at the school site or in a school sponsored activity must be screened by the process established under California’s Megan’s Law.
- b) All volunteers must be screened by the identification process established under California’s Megan’s Law.

- c) In addition, any other volunteer who has contact with or access to children must be screened.

Conviction of a sexual crime will bar an individual from volunteering in any of the capacities listed above.

iii. Volunteer Live Scan

All volunteers who work at the school site or at a school sponsored activity must be live scanned. There is a fee payable to Holy Rosary School that is assessed by the Diocese of Oakland. Holy Rosary School contracts with a provider for the live scan to be done on school site during the month of August. After August, the volunteer must seek an outside provider to administer the live scan at an additional cost.

iv Volunteer Safe Environment

The mission of the Diocese of Oakland Safe Environment Office is to assist the Church in creating a safe haven for children and all people. The Safe Environment Office has chosen the VIRTUS programs for it's Safe Environment training. Once volunteers complete the training, please print the certificate of completion and file it with the school office. This certificate is valid for 3 years. Go to this website to register and complete the training: <http://www.virtusonline.org/virtus/>.

v. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to the School Board Committee and subsidiary groups, Parent Teacher Guild and subsidiary committees, Fundraising Event Committees, classroom assistance to teachers, cafeteria/hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school Principal and/or the Pastor of the parish. Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.