



# **Volunteer Handbook**

# **Bishop Flaget School**

## **Welcome Volunteers of Bishop Flaget School!**

The faculty, staff, and administration of Bishop Flaget School welcome you as a volunteer. We consider you an important and valued member of our school. In order to provide an excellent Catholic education for our children, we rely on your help and assistance. We appreciate your gift of “time, talent, and treasure” in the service of this school community.

### **Why do we need volunteers?**

School enrollment and the growing complexity of education has kept our professional classroom teachers and administrative staff busier than ever. At the same time, many parents have expressed the desire to help at school, to share with teachers and administrators many of the tasks of education, and to help meet some of the individual needs of every child’s education.

#### ***Volunteers can provide that “extra pair of hands”:***

- To provide additional supervision
- To reinforce skills taught in the classroom
- To help students develop a more positive attitude
- To give students more individual attention
- To enrich the students’ curriculum
- To become directly involved with the educational system

### **What can I give as a volunteer?**

#### **You can...**

- Give a child time – precious time
- Help a child feel accepted and develop a more positive attitude
- Bring a child new experiences and “know how”
- Expand a child’s world of adult friendships
- Offer a child a listening ear
- Be a good friend

## **VOLUNTEERS/AIDES**

All requests for volunteers or aides for any purposes must be made to the principal. No one may be working the building in this capacity without previous approval of the principal.

### ***Each Bishop Flaget volunteer must:***

1. Obtain a BCI background check. (If you have lived in Ohio for less than 5 years, you will also need an FBI background check.)
  - a. Effective October 1, 2015, **ALL background reports will have to come from the BCII directly to the Safe Environment Office.** The school will no longer be legally permitted to accept reports, or copies of reports.
  - b. **The SEO's address is: Safe Environment Office, Diocese of Columbus, 197 E. Gay Street, Columbus OH 43215.**
  - c. BCII has also provided new guidance on the codes our employees and volunteers should provide as the reason they are being fingerprinted.
    - i. **All volunteers, parish and school, should use ORC 2151.86.**
  - d. If you have any questions on the processing of background reports, please contact Regina E. Quinn, Director, Safe Environment Office, at [rquinn@columbuscatholic.org](mailto:rquinn@columbuscatholic.org) or 614-241-2568.
2. Attend Protecting God's Children training
  - a. These are available regularly through the parishes or you can register for sessions around the diocese at [www.virtus.org](http://www.virtus.org). You must register to attend a session, even one that is offered locally.
3. Complete the Volunteer Application (for classroom positions)

### ***Each teacher should:***

1. Inform all volunteers exactly the nature of the job, the objectives, responsibilities, and expectations.
2. Provide a general orientation which includes training in all activities in which the individual will take part, as well as what supervision will be implemented.

### ***Basic Guidelines for Aides/Volunteers:***

- Must be provided with written plans prepared by the teacher.
- May work in **assigned** areas with small groups of students, using teacher-planned work.
- Must maintain two-deep ministry, i.e. never be alone with a student.

## **Responsibilities of Volunteers**

All new volunteers will receive orientation training with whom they are working. All volunteers are responsible for the contents contained in the Volunteer Handbook and Student/Family Handbook each year.

Volunteers should be vigilant while supervising the playground or lunchroom. Activities unrelated to the supervisory function could be problematic if a student is injured. For this reason, younger children should not be brought along to volunteer activities.

Volunteers should be aware that they have considerable personal power because of their authoritarian position. Therefore, they will sustain respectful relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between a volunteer and a student are unethical and are prohibited.

### ***The following behaviors are important:***

- Positive comments to or about a child, either to other children, other parents, or teachers
- Cooperation with staff
- Responding to reasonable requests
- Support of the administration and other staff members
- Flexibility or sensitivity toward the child at all times
- Appropriate language
- Professional cooperation with teachers
- Confidentiality: confidentiality includes test scores, grades, behavioral observations, subjective evaluations regarding the child's development, ability, achievement, home situation, or disciplinary history.
- Any discipline problem (punishment or referral to the office) must be addressed by the Duty Teacher, not by the volunteer parent.

## **Conduct in the Lunchroom**

### ***During lunch period in the cafeteria, students are expected to:***

- Obey the adult on duty.
- Display courteous table manners.
- Be respectful of others.
- Stay seated throughout the lunch period.
- Talk in a normal speaking tone – no yelling.
- Clean up their eating area at dismissal from the lunchroom and wait to be dismissed by the adult in charge.
- Always walk while in the building.
- Follow all school rules.

## **Chaperones on Field Trips**

### ***As a chaperone, it is important to:***

***\*\*In order to drive on a field trip, the volunteer must have a copy of their driver's license and proof of insurance on file in the school office.***

- **Younger siblings are not permitted.**
- Meet with the teacher and go over the rules and guidelines before the trip.
- Stay with the group you are assigned.
- Pay attention to your students. Supervision is both mental and physical.
- Treat all students equally. If your own child is on the field trip, he or she must not be treated any differently than any other student.
- Enforce all school rules.
- All drivers must follow the prescribed route or be in violation of Bishop Flaget and the Diocesan Safe Environment Office policies. If one car stops, all cars must stop.

## **Indoor Recess**

- Allow the students to play in the gym, or if the gym is not available, play board games, read books, talk or draw in the classrooms. Students may not play games that involve the exchange of possessions such as money, toys, trading cards, etc.
- Remind students to be respectful to all adults; at no time should disrespect be tolerated. If such behavior should occur, please notify the staff member on duty.
- Students are not permitted to wander out of the recess area, shout or yell, play ball or throw any objects, shove, hit, etc.
- Do not allow food to be eaten in the gym or the classrooms.
- Do not allow students to use chalk/dry erase markers unless permitted by the teacher.
- The students should go to the restroom before leaving lunch so that they do not need to leave the classrooms. If it is necessary, they may ask to be dismissed to use the restroom.
- Follow all school rules.
- Students should never be behind teacher desks or on teacher computers.

## **Giving Individual Attention**

- You may be asked to help a student who needs some additional attention. A student who has been absent or who has been having difficulty with a particular problem will benefit greatly from your special help. Students need this kind of help most often in reading and math, but it could be in any subject.
- First, don't be hesitant about refusing the assignment if you feel you don't understand the materials well enough to help the student. The teacher will understand and find another area in which you can help.
- Get specific directions about the assignment from the teacher.
- Students make mistakes. Let them know that making mistakes is part of learning.
- Build the students self-confidence. Praise your student honestly and frequently. Accentuate the positive; minimize the negative.
- Be patient. Students learn at different rates and in different ways. Any sign of progress, as little as it may be, will be your greatest reward.
- If the student starts to digress from the work assigned, focus him/her back on the subject.
- You should work with the student in designated areas only. If you are unsure, please check with the teacher.

## Emergency Procedures

### ***Fire/Tornado Drill***

1. If an alarm sounds, everyone must vacate the premises or proceed to the safe zone, even if it is only a drill.
2. For the safety of all, students are expected to walk quickly and silently to the proper exit or tornado area. Once in place, students are to assemble in designated areas. No one should return to the classrooms until the building has been given.

Fire drill procedures are posted in each classroom.

Tornado procedures are posted in each classroom.

***In the event of a lock down***, you and the student(s) should immediately proceed to the nearest room that can be locked and stay away from the door and window until the door is unlocked by the proper individuals.

**\*\*\*Finally, in the event that a student shares with you information about any form of abuse or if you have reason to believe abuse has occurred (in or out of school), it is YOUR responsibility to report that information, not only to the administration, but also to the proper authorities.** You may contact the Diocesan Office of Catholic Schools at 614-221-5829, the Safe Environment Office (614-241-2568), and the local branch of Child Protective Services at 740-779-7431. Mrs. Corcoran can be reached at school at 740-774-2970, home at 740-851-4837, or by cell at 740-253-0433.



## Civilian Criminal Background Checks

You can be fingerprinted anywhere that offers Webcheck services. The following link will take to a listing of locations in Ohio. You can narrow it down by county.

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>



- For **licensed** Catholic School employees – teachers, Pupil Activity Permit (PAP) holders, counselors, some therapists: **ORC 3319.291**
- For **non-teaching** Catholic School employees – maintenance, administrative support staff, etc.: **ORC 3319.39B1**



- For parish employees who have been legal residents of Ohio for **more** than 5 consecutive years, you will need to complete state level background check through the Ohio Bureau of Criminal Investigation (BCI), use code: **ORC 2151.86**
- For parish employees who have been legal residents of Ohio for **less** than 5 consecutive years, you will need to complete both a state level background check through the BCI **and** a national level background check through the Federal Bureau of Investigation (FBI), use code: **ORC 2151.86**



- For parish or Catholic School volunteers who have been legal residents of Ohio for **more** than 5 consecutive years, you will need to complete state level background check through the BCI, use code: **ORC 2151.86**
- For parish or Catholic School volunteers who have been legal residents of Ohio for **less** than 5 consecutive years, you will need to complete both a state level background check through the BCI **and** a national level background check through the FBI, use code: **ORC 2151.86**

All reports must be sent directly from the Ohio Bureau of Criminal Investigation to:  
**Safe Environment Program - Diocese of Columbus**  
**197 E. Gay St. Columbus OH 43215**

Revised 1-2022





## Bishop Flaget Volunteer Application

**Please print**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security # (last four) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Spouse's Name \_\_\_\_\_

**Personal Information (please circle correct response):**

Gender:        Male                Female

**Physical Limitations:**    No    Yes (Please Explain)

**Education (highest level completed)**

Grades 1-5    6-9        11-12    College    Business    Graduate School Technical/Vocational

**List previous volunteer experience:** (Please provide three references/phone # on the back)

**Skills (List your skills and indicate proficiency level)**    Skilled    Can Teach    Amateur

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Volunteer availability: (Circle all applicable)**

Number of Days per week: 1 2 3 4 5

Monday    Tuesday    Wednesday    Thursday    Friday    No Preference

**In an emergency, notify:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

I have read and understand the Volunteer Handbook as well as the Family Handbook of Bishop Flaget School. I also realize that before I am approved to begin volunteering, I must obtain a criminal background check, complete Protecting God's Children Training, and be approved by the administration. I also understand that my status as a volunteer can be revoked at any time.

\_\_\_\_\_  
(Signature/Volunteer)

\_\_\_\_\_  
(Date)

BCI date:..... PGC Date:.....

Approved:..... Date:..... References checked:.....



## Volunteer Drivers

The Diocese of Columbus requires all employees and/or volunteers who drive their own vehicles for diocesan business to carry automobile insurance and a photocopy of their insurance card must be on file at Bishop Flaget School.

Volunteers should have (at a minimum) personal auto insurance in the amounts of:

**\$100,000 per person/\$300,000 per occurrence for Bodily Injury and  
\$100,000 Property Damage or Combined Single Limit of \$300,000.**

A valid driver's license is required per the laws of the State of Ohio for operation of such vehicle, and upon request, employees/volunteers will provide proof of coverage with a Certificate of Insurance. NO ONE under the age of 25 is permitted to operate a motor vehicle on behalf of the Diocese of Columbus.

**All auto accidents incurred by employees or volunteers while driving on diocesan business MUST BE REPORTED IMMEDIATELY to the Self-Insurance Office. It is the school's responsibility to report accurate and timely information to our insurance agent.**

**Therefore, please initial each item below to verify information:**

**I have...**

\_\_\_\_\_ a valid driver's license                      \_\_\_\_\_ a BCI background check

\_\_\_\_\_ a valid registration for the vehicle

\_\_\_\_\_ completed the "Protecting God's Children" training

\_\_\_\_\_ My vehicle is insured for the amounts stated above.

\_\_\_\_\_ A copy of my insurance card is on file in the school office.

- I certify that the information given above is true. I understand that I am required to have the above insurance coverage in effect on any vehicle used to transport students. I realize that it is my responsibility to notify the school if there is a change in any of the information.
- I will be responsible to see that each student being transported in my vehicle is wearing a seatbelt.
- I will follow the preferred route(s) to be traveled, if any.
- I will be responsible for seeing that I have been given the emergency medical form corresponding to each student assigned to my vehicle.
- I will have another Bishop Flaget approved volunteer with me at all times.

**Please Print**

**Not valid without a signature!**

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Signature

Driver's License # \_\_\_\_\_

State \_\_\_\_\_