

Appendix M

Guidelines and Opportunities for Lial Volunteers

Volunteer Contract

Dear Lial Families,

Every day, dedicated volunteers give their time to help our Lial school community in countless ways. These contributions enhance our students’ learning experiences and strengthen our school. Volunteerism and parent partnerships are the Lial way- it is in our mission and infused in our day to day activities.

The most successful students are those who have the support of multiple champions including their parents. With the support of volunteers such as yourself, the opportunity to meet the individual needs of each child is greatly increased. Your service and involvement helps build school community emphasizing academic excellence and school safety, while supporting our teachers and staff. Together, we can help students thrive and become their personal best.

Volunteering at Lial is easy as 1,2, 3...

#1 Find an area in our school where you can utilize your talents!

- The first place to look at volunteering is in your child’s family room.
- The LPA is a wonderful resource to Lial and every parent is a member. If you would like to get involved in fundraising, planning family events, and getting to know other parents, this is the place to look.
- Our office staff loves the help of volunteers who like to work outside of the classroom walls. Please visit Leslie in the front office to see what types of services need to be completed.

#2 Read and Sign the Parent Handbook, and this Volunteer Contract.

#3 Complete the VIRTUS online training program (Protecting Youth & Vulnerable Adults), complete a background check through Selection.com/Fastrax, and acknowledge the Standards and Guidelines. This can all be done through www.virtusonline.org. This is a **mandatory** requirement that all Toledo Diocesan Schools follow. Please see the main office for more information.

General Guidelines

- **Cell phones are not permitted in classrooms.** We ask volunteers to keep their cell phones put away during classroom visits. You are welcome to check your phone in the hallway.
- Every student is a child of God whose parents love and adore them. As a volunteer, you may have access to “privileged” information, which must be treated as confidential. It is extremely important that you do not talk with other parents about any of the children in the classroom observed while you are volunteering. Please respect students’ and parents’ rights. Also, remember that negatively talking about school personnel and school practices are not acceptable. If you have a concern, please partner with us and meet with the teacher you are working with and then if needed the school principal. In school, you are viewed as a professional working with other professionals. Volunteering to work at Lial is a privilege- not a right. Violations of confidentiality or additional stress placed upon the teacher may cause the school to suspend that privilege.

Lial’s faculty and staff personally invite you to be part of this strong home-school-community partnership. Your service as a volunteer will add significantly to the programs offered at Lial.

Name: _____ / _____ / _____
Print Family’s Last NameVolunteer SignatureDate