

Dear Parents/Guardians:

May I take this opportunity to welcome and to thank every assisting parent/guardian for his/her commitment of time, treasure and talent in the service of our school community. The home and school working together informs our students of our commitment on their behalf.

Application Policies:

Our school will send a yearly Family Commitment Form to every school family. The form must be resubmitted, with no exceptions, every year that a parent/guardian wishes to make a commitment. The form describes the particulars of the program as developed by the parents/guardians and approved by the principal.

The following requirements must be completed, followed and observed by every applicant:

1. Applicants must be eighteen years or older.
2. A CORI report must be submitted by every applicant, so possible criminal involvement may be checked. The Archdiocese of Boston mandates this step.
3. Applicant's home address and phone number must be available.
4. Personal references may be required if the Principal deems such a necessity.
5. Applicants will meet with administration to have procedures and expectations explained.
6. Must complete/ or have completed the Virtus Program, Protecting God's Children.

Approved Activities/Responsibilities:

A.M. yard supervisor--one day a week
P.M. yard supervisor--one day a week
Lunch/Recess monitor--one day a week
Nurses are volunteer parents/guardians
Bingo workers
Basketball coach(s)
Basketball Program Coordinator
Office assistants (mornings)
Cheerleading Coach(s)
PTO officers
P.A.C.E. representative
Hot Lunch Program Administrator (s)
Development Parent Coordinator
Enrichment Coordinator

Volunteer Duties and Obligations:

- Must arrive on time and remain until the duty is correctly completed, this is very important to ensure the safety of our students.
- Capably performs the assigned task.
- Respects and enforces school rules as expected by the Principal.
- Realize that the school exists for the children and remembers how Jesus would treat a child if He, Jesus, were the assister.
- Should ask and receive instructions and assistance when needed.
- Must realize staff members (i.e. teachers, adult employees and administrators) have final authority and control.

- Must know and enforce school rules as presented in the school's Parents'/Students' Handbook.
- Should familiarize himself/herself with emergency procedures as he/she is required to carefully observe and bound to follow said procedures.
- As a Mandated Reporter, you should inform the Principal of any suspicions of child abuse and file a form as required by state law. The Principal will evaluate such situations and offer advice when necessary.
- Must acknowledge and respect confidentiality rights about students, parents/guardians and teachers. The information must be kept confidential on and off school property just as the assister would want his/her privacy rights respected.
- Must share any information that may save any person from harm.
- Sexual harassment or harassment in any form should be reported to the staff member in charge of a designated area.

NOTE: The Principal is responsible for the total school operation. Therefore, the Principal is the first ranking supervisor of all who serve in any capacity in the school.

School's right to amend: The school solely reserves the right to amend this handbook. Volunteers will be notified promptly of any and all changes, as necessary.

Saint Bridget School
455 Plymouth Street
Abington, MA 02351
781-878-8482

ASSISTING POSITION AGREEMENT PAGE 2014-2015

By signing below, I agree to follow the principles, policies and procedures contained herein, on the **Family Commitment Form**, in the **Parents'/Students' Handbook** and the policies of the Principal. This commitment is for the school year 2014-2015.

Name: _____ (Printed)

Signature: _____ Date: _____

****Please return to the School Office prior to performing your assisting duties.**