



Dear Parents/Guardians:

Welcome and thank you for your commitment of time, treasure, and talent in the service of our school community. The collaboration of all working together informs our students of our shared commitment on their behalf.

Assisting Positions

In any given school year, the pastor or principal shall determine varied Assisting Positions that SBS Family members can undertake in exchange for a tuition credit. Individuals who perform Assisting Positions are not considered school employees but do have governing requirements as noted below.

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 may be asked to 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: Each Assisting Position has specific tuition credit amounts, as noted in the Parents'/Students' Handbook.

Duties and Obligations of Assisting Program Participants:

- Must arrive on time and remain until the duty is correctly completed, this is very important to ensure the safety of our students.
- Must be capable of completing the tasks associated with the Assisting Position
- 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 school staff members (i.e., teachers, adult employees, and administrators) have final authority and control.
- Must know and enforce school rules as presented in the schools Parents'/Students' Handbook.
- Should familiarize himself/herself with emergency procedures as he/she is required to carefully observe and bound to follow said procedures.
- 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.

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

**ASSISTING POSITION
AGREEMENT PAGE
2023-2024**

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 2023-2024.

Name: _____ (Printed)

Signature: _____ Date: _____

Assigned Assisting Position: _____