

St. Mary Catholic Elementary Schools

Back-to-School Forms 2021-22

1. **Student and Parent Handbook Acknowledgement**
2. **Technology Acceptable Use Policy**
3. **Diocesan Code of Conduct for Parent Volunteers**

Student and Parent Handbook Acknowledgement

Please [click here to read the SMCES Student and Parent Handbook](#). You will be asked to sign acknowledging that you have read and understand the SMCES policies, procedures, and expectations listed in this handbook. *SMCS retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.*

Technology Acceptable Use Policy

In keeping with our mission statement of excelling in education, developing the total person, and modeling Christian values, SMCS will continue to provide students with technological resources that will enable them to access and manage vast quantities and types of information. It is our goal to maintain our equipment in proper operating order at all times, assure that it is used properly, and to ensure the availability of the vast resources offered by the Internet. Therefore the following guidelines have been established.

SMCS Guidelines:

1. Be polite and use appropriate language when you are online.
2. Do not share private information (passwords, names, addresses, phone numbers, etc.).
3. Never attempt to meet any person you encounter on the Internet.
4. All files are subject to inspection by the SMCS school personnel. Students may not bring computer software and/or flash drives to school to be used on school computers. For virus protection, flash drives that contain school related information, must be viewed and scanned by the computer administrator.
5. Represent your school and yourself in a positive manner.
6. Use all technology in an appropriate manner. Students will follow all copyright laws as these laws pertain to education and schools.
7. Use technology resources appropriately and efficiently. Log off when you are finished and do not use forceful methods with the equipment.
8. Students may not go online unless a teacher or supervising adult grants them permission.
9. If you find any material that makes you feel uncomfortable, let the teacher or supervising adult know immediately.

Failure to follow these procedures/guidelines may result in a loss of technology privileges. Students agree to follow the above guidelines at all times. If I fail to follow them, I understand that my computer privileges will be removed. Network access will not be given until this policy is consented to through signature.



DIOCESAN CODE OF PASTORAL CONDUCT FOR VOLUNTEERS

The Diocese of Green Bay expects those who volunteer service to conduct themselves properly and appropriately in their relationships with the people they serve, especially with minors and individuals at risk.

As a volunteer, I promise to strictly follow and adhere to the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and individuals at risk of our parish/school.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children/youth or individuals at risk. i.e., in a residence, sleeping facility, locker room, dressing facility or other closed room or isolated area.
- Use positive reinforcement rather than criticism, competition, or comparison when volunteering.
- Refuse to give or receive any gifts without approval from appropriate administrators.
- Report suspected abuse of a minor to the Department of Health and Family Services, local civil authorities and the program administrator. Failure to report suspected abuse to civil authorities is a misdemeanor. Also contact the Diocesan Assistance Coordinator at 920-272-8174.
- Report suspected abuse of an individual at risk to the Wisconsin Bureau on Aging and Long-Term Care Resources telephone line at 608-266-2568. Ask for the contact names and numbers for Adult Protective Services in your home county.
- Call 911, police, or the hospital emergency room if someone is in imminent danger.
- Cooperate fully in any investigation of abuse.
- Be responsible for maintaining clear professional boundaries if an inappropriate personal or physical attraction develops between myself and children/youth or individual at risk.
- Use a team approach to managing emergency situations.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Pose any health risk (i.e., no fevers or other contagious situations).
- Touch anyone in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates others.

Confidentiality

Trust is one of the cornerstones in all pastoral relations. Volunteers should understand they have an ethical duty not to disclose confidential information they may come upon during the course of being a volunteer.

Conflicts of Interest

Avoid all situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

Ethical Misconduct

Volunteers have a responsibility for maintaining the highest ethical standards. When an uncertainty exists about a situation or that violates religious, moral, or ethical principles, discuss the issue with your supervisor.

Acknowledgement

I understand that as a volunteer working with children, youth or individuals at risk, I am subject to a thorough background check including criminal history and completion of the VIRTUS Protecting God's Children Adult Awareness Session. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

AGREEMENT FORM FOR VOLUNTEERS

As a condition of my volunteer service in this local church, I agree to strictly follow and adhere to the Code of Pastoral Conduct for Volunteers of the Diocese of Green Bay. Moreover, I understand that such is necessary for me to maintain volunteer service in this local church.

Parents and students are asked to review, sign for, and consent to the three above policies and agreements for the 2021-22 school year.