

St. Matthew Catholic School, San Antonio, Texas
2017-2018 Student- Parent Handbook

- **VISITORS**
- **VOLUNTEERS**

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VISITORS

Visitors to St. Matthew Catholic School must sign in with the school office.

NO ONE WILL BE PERMITTED INTO THE SCHOOL BUILDING FOR ANY REASON WITHOUT A VISITOR PASS OBTAINED FROM THE SCHOOL OFFICE.

VOLUNTEERS

ARCHDIOCESE OF SAN ANTONIO POLICY *2114 VOLUNTEERS

Any volunteer serving in a position where he/she may have regular contact with children or young people must undergo a **criminal background check and complete safe environment training conducted by the Office of Victim Assistance and Safe Environment.**

No individual shall be permitted to volunteer for any position where there may be regular contact with children or young people without first satisfying the background clearance and safe environment training requirements.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of the school and the Archdiocese of San Antonio Department of Catholic Schools.

The Principal reserves the right to accept, decline or discontinue any offer of volunteer service at any time for any reason.