



# Guardian Angels Catholic School

---

Accredited by the Florida Catholic Conference  
2270 Evans Road • Clearwater, Florida 33763  
Telephone: (727) 799 – 6724 • Fax: (727) 724 – 9018

July 2011

Dear Parents:

In an effort to protect the children in our care during school hours, the Diocese of St. Petersburg is requiring each school to follow the procedure outlined below in screening the volunteers who will work directly with our children. Please read the descriptions of the types of volunteers below and follow the procedure that outlines the type of volunteer you will be at Guardian Angels Catholic School.

## LEVEL 1

Level 1 volunteers are defined as volunteers who will be working on fundraising activities, at – home volunteer activities, and activities that do not require the volunteer to assume the care, responsibility and supervision of children. Volunteers who work in the library, technology classes, middle school “Pay – to Play” activities, and lunchroom are considered Level 1 volunteers. Parents who volunteer outside of school, either working on at – home projects for teachers, or with the PFA on the various functions need not complete an application. Guardian Angels will follow the following procedure to screen Level 1 volunteers:

- 1) The volunteer will complete a Volunteer Application and return it to the school office as soon as possible. If both parents wish to volunteer, a separate application packet, found on the website, must be completed for each parent.
- 2) If possible, attend a diocesan approved Safe Environment Training. While this is not mandatory for Level 1 volunteers, it is strongly recommended in the event that a volunteer wishes to volunteer at a Level 2 situation at a later time. This training is offered through the school and also at the parishes at various times throughout the year. A copy of the class certification should be provided to the school office.

## LEVEL 2

Level 2 volunteers are defined as volunteers who will or may be left to care, supervise or assume responsibility for children. Volunteers who fall into this category are classroom volunteers, room parents, coaches, and field trip chaperones. Guardian Angels will follow the following procedure to screen Level 2 volunteers:

- 1) The volunteer will complete a Volunteer Application and return it to the school office as soon as possible. If both parents wish to volunteer, a separate application packet must be completed for each parent.
- 2) Diocesan policy requires that all volunteers in this category have a Level 2 Background screening. This screening takes place at various locations throughout the diocese. See the directions on the website for registering for your screening. The volunteer must submit a check made payable to Guardian Angels Catholic School for \$50.00 to cover the cost of the screening. The volunteer will be required to be rescreened every five years.
- 3) A Level 2 volunteer **MUST** attend a diocesan approved Safe Environment Training. This training is offered through the school and also at the parishes at various times throughout the year. Failure to attend this class will prohibit the volunteer from working with children. A copy of the class certification must be provided to the office. If you have taken this class previously, proof of attendance at the training will satisfy this requirement.

While this procedure may seem a bit time consuming, we cannot lose sight of the fact that we will always do our best to provide a safe learning environment for our students. I appreciate your willingness to share your time with our students.

Sincerely,

Cindy Malinski  
Principal

## SAFE ENVIRONMENT TRAINING SESSION AT GACS

Those of you who work at your parish or at other diocesan schools, such as CCC, can do the training here and ask me to forward to the other entities the verification of completion that will be on file here.

### Training Session:

Thursday, September 1 @ 6:30PM

Thank you in advance for working with the school and our students. Your time and talent are important to us. I appreciate your willingness to help us provide the safest environment possible for our children.

Your partner in education and faith,

---

Please return the form below to indicate your intentions for attendance at one of the training sessions listed below.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ Session 1 at GACS

\_\_\_\_\_ I will attend a training session at my parish. I will provide GACS a copy of the Acknowledgement upon completion of the training.

\_\_\_\_\_ I have already attended the training and have attached a copy of my certificate.

Revised 7/14/11