



GRADES K-8
3830 ROSEMONT AVE.
LANSING, MI 48910-4592
(517) 882-6631

WWW.IHMLANSING.ORG

Dear IHM-St.Casimir Parents:

IHM-St. Casimir School is mandated to follow specific guidelines of instruction for school volunteers regarding the safety of our students and volunteers. Any adults driving on field trips, assisting in classrooms, attending classroom parties, picnics, etc., must have completed a "Protecting God's Children" Virtus session. This class does not need to be repeated each year, although a refresher is required after a length of time. It may be a live session or an on-line course. In addition to attending the course, each volunteer needs to sign a Code of Conduct before volunteering in the school or with a team or scout troop.

We ask that EVERY parent completes this Virtus course so that we can be in compliance for training all adults who are in contact with the students.

For volunteers spending **more than four hours a semester** with students or volunteers attending **overnight trips** (such as camps with grades 4 and 5 or out of town with middle school), or **coaches, volunteers** must also complete paperwork for a background check (this only needs to be done once every ten years).

Please make sure you take any steps necessary for your participation at IHM-St. Casimir School. To see more information about upcoming classes, register or proceed to an online class, visit www.Virtus.org or the www.DioceesofLansing.org website (look for the tab: Promise to Protect, Pledge to Heal). Paperwork for the Volunteer Code of Conduct or the Background Check are available in the school office. (New attendees will complete the Code of Conduct at the session.) If you complete the online class be sure to print the certificate of completion and send it to the school office.

If you need to check the school record of your compliance, please call the school office, 882-6631 or email wilcoxc@ihmlansing.org.

Thank you for all you do for IHM-St.Casimir School. We appreciate your cooperation in helping provide the safest environment for the students that we can.

Yours in Christ, IHM-St.Casimir School Staff

VIRTUS COMPLIANCE PARENT RESPONSE

Name: _____

____ Yes, I have completed a Virtus course. When and where: _____

____ Yes, I have completed the Refresher Course, Keeping the Promise Alive. When/where: _____

____ Yes, I completed a Virtus Online Course. When: _____
(if a new completion, please attach certificate)

____ I will be attending an overnight, coaching or volunteering more than four hours and will complete a CBC.

____ No, I have not completed Virtus. I understand that I will not be participating in any school events until I complete this course.

IMMACULATE HEART OF MARY-ST. CASIMIR CATHOLIC SCHOOL CHALLENGES STUDENTS TO DISCOVER GOD'S GIFTS SPIRITUALLY, INTELLECTUALLY, SOCIALLY AND PHYSICALLY WITHIN A COMMUNITY THAT NURTURES, HONORS AND RESPECTS THE UNIQUE PERSON.