



ST. ANNE CATHOLIC SCHOOL

1698 Bird Street  
Rock Hill, SC 29730  
803/324-4814 tel. 803/324-0189 fax  
www.stanneschool.com  
WE BELIEVE.

Dear School Parent:

The School Board approved a new school policy of **mandated family service hours** starting the 2010-11 school year. Each family will be required to give at least ten service hours within the school year. We will have a family sign-in form at the front desk to keep track of your family hours as you work them. This new policy will hopefully spread out the ongoing service work required in the school to help keep your tuition rates down. I appreciate all you do as parents and the sacrifices you encounter to put your children at St. Anne School.

We are implementing the Diocese of Charleston's safe environment standards for our campus. As part of our safe environment program, each parent will need to complete a VIRTUS training session (school needs a copy of Virtus certificate) as well as the forms included with this letter. To register for the VIRTUS session go to [www.virtus.org](http://www.virtus.org)

**Kindly complete forms and return to the school office in a sealed envelope with my name on it.**

- 1) Volunteer Questionnaire – please answer as fully as possible, and sign it.
- 2) Volunteer Code of Conduct – please read and sign.
- 3) Acknowledge of the Receipt of \*Sexual Abuse Policy – please read and sign.  
This is a lengthy document. Please go to the Diocese of Charleston web page: [www.catholic-doc.org](http://www.catholic-doc.org) in order to read (and/or download). If you do not have internet access, I do have a copy of the policy in the school office.
- 4) Diocese of Charleston Background Screening Basic Data form – if you have not already completed one, I have enclosed it for you. Please note that your signature on the last page (DSS form) must be witnessed. It does not need to be notarized. (The background screening may take 8 weeks or more for the diocese to complete.)
- 5) Policy Regarding Confidentiality-Please read and sign

**NOTE:** All paper work must be on file in the school office in order to perform service hours or volunteer at the school.

**St. Anne Catholic School appreciates all you do for our school!**

To learn more about the diocese policies go to the diocesan web site. To learn more about the US Conference of Catholic Bishop's Charter for the Protection of Children and Young People, and our diocese's compliance with that policy, go to [www.usccb.org](http://www.usccb.org).

Thank you

Melita Talbot Hill

