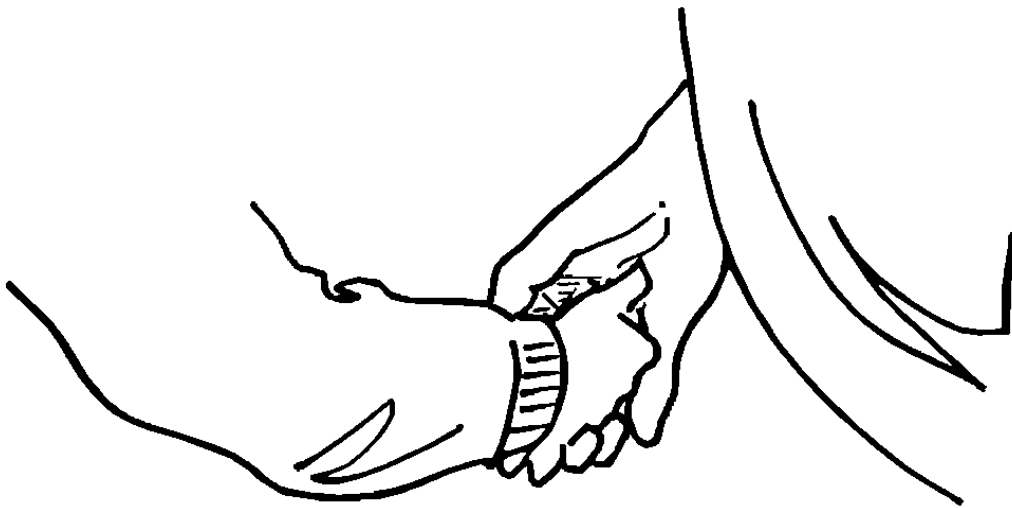


Saint Philip School



Volunteer Handbook

In the royal Vessel of Divine Love, there are no galley slaves:
all the rowers are volunteers.

St. Francis de Sales

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ST. PHILIP MISSION STATEMENT

The purpose of St. Philip School is to offer an academic program based on Christian principles within a Roman Catholic environment where students are encouraged to grow confidently to their individual spiritual and intellectual potential. St. Philip School is committed to maintaining a family environment, developing a strong relationship with God, instilling solid Christian values, and providing a firm academic background. Our mission is to make quality education a reality as we teach truth, build community and inspire service.

The St. Philip School community is privileged to assist parents and guardians who are the primary educators of their children by providing an environment rooted in Gospel values and academic excellence.

VOLUNTEER ACTIVITIES

Volunteers have played an important role in Catholic education since the time parishioners joined their efforts to establish the first Catholic schools in America. St. Philip School benefits from the service of volunteers every day.

St. Philip School is blessed with a dedicated Parent-Teacher Organization (PTO) and a committed School Advisory Board. There are numerous opportunities for those interested in volunteer service. This tradition of involvement has been a strong force in St. Philip School. As more people become involved in more activities, we broaden the educational opportunities to teach the importance of service to our students.

VOLUNTEER RIGHTS AND DUTIES

As valued members of the St. Philip School community, volunteers are entitled to the following:

1. To be treated with the respect due any adult staff member, paid or not.
2. To ask questions.
3. To feel safe.
4. To worship with us.
5. To be treated equally without regard to race, age, color, gender, marital status, national origin, physical or mental disability, veteran/military status, pregnancy, or ancestry, except where a bona fide qualification for the volunteer position exists.

Volunteers are expected to adhere to the following:

1. To arrive on time and to perform the assigned task(s).
2. To respect school rules and enforce school rules as directed.
3. To remember that the school exists for the students, and treat all students the way that Jesus would treat them if He were the volunteer.
4. To ask for instructions and assistance, when needed.
5. To treat others equally without regard to race, age, color, gender, marital status, national origin, physical or mental disability, veteran/military status, pregnancy, or ancestry, except where a bona fide reason exists for the disparate treatment.

DRESS CODE

Volunteers are expected to dress in an appropriate manner. Although volunteers do not have specific dress code requirements, it is expected that they reflect the image of St. Philip School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, no workout apparel, tank tops, etc.

ATTENDANCE

Volunteers are asked to notify the school if they are going to be late, if they need to leave early, or if they are not able to attend at their scheduled time. In each instance, the volunteer should arrange for replacement coverage by another school-approved volunteer. Volunteers are required to sign in and out at a designated area depending on their assignment.

TRANSPORTATION

Volunteers are strictly prohibited from transporting students in their vehicles without prior permission from their supervisor. Volunteers should not be alone with a student in a vehicle. Volunteers cannot use cell phones or other devices while driving in their volunteer capacity. Volunteers who drive in their volunteer capacity must have the requisite insurance, be over 21 years of age, have a valid driver's license and must be specifically authorized by the school to drive.

HEALTH AND SAFETY

A volunteer may never dispense medication of any kind to a student other than his/her own child, unless the volunteer is a registered nurse or doctor and written permission is on file from the student's parent.

SMOKING POLICY

The "*Smoking Restrictions in the Schools Act*" prohibits the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or the use of snuff or smokeless tobacco. It also prohibits having in one's possession a lighted cigarette, cigar, pipe or other substance or item containing tobacco.

Tobacco product use is prohibited from all areas of school buildings including, but is not limited to, all school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles, and other school buildings where the use is not primarily residential. In addition, tobacco product use is prohibited in all outside areas within twenty-five feet of any school building.

FIELD TRIPS

Field trips are taken to enhance the educational experiences of the students. Volunteers who are asked to serve as chaperones for school events should remember that their first responsibility is the safety of the students. The following expectations are offered as guidelines to all who serve as chaperones for St. Philip School.

1. All school rules are in force, unless the principal has explicitly stated otherwise.

2. Students are to be grouped by the classroom teacher and are to remain with their assigned chaperone for the duration of the trip.
3. Chaperones and students are to wear nametags when appropriate.
4. Chaperones are to sit with their assigned group and supervise them while traveling to and from the event. Supervision is both mental and physical. The chaperone's attention should always be on the students.
5. If a chaperone's child is on the trip, he or she must not be treated any differently than any other child.
6. Chaperones may never give medicine of any kind to a student other than his/her own child, unless the chaperone is a registered nurse or doctor and the student's parent gives written permission.

FIRE DRILL PROCEDURE

St. Philip School has developed a proven procedure for evacuating the school buildings. These procedures meet the Fire and Evacuation Drill Regulations established by the state and have as their purpose the safety and protection of the entire school population.

Volunteers are expected to become familiar with the Fire Exit Signs posted in each of the areas to which they are assigned. These signs show primary and secondary evacuation routes. Silence and order are required during all drills.

CHILD ABUSE & CHILD SEXUAL ABUSE

Volunteers are required to report suspected child abuse, child sexual abuse or child neglect to their supervisor or the principal immediately. A copy of the **DCYF CHILD ABUSE REPORTING FORM** can be found on page 8. The **HELP LINE** phone number is **1-800-RI-CHILD (742-4453)**.

SEXUAL MISCONDUCT AND HARASSMENT

The Most Reverend Bishop of Providence has implemented a mandatory sexual abuse and misconduct reporting policy for everyone associated with the Catholic Church in Rhode Island as a worker or a volunteer, and developed education initiatives and policies for all parish, school and youth programs, along with continuous updating of anti-sexual harassment policies.

- *All volunteers must view and sign off on the Safe Environment power point presentation that can be found on the school website, www.stphilipschool.com. Volunteers are asked to stop by the school office after they have viewed the presentation to sign a form that must be reported to the Diocese. This Safe Environment review is required of school volunteers every three years.*
- *Volunteers must complete and return the Diocesan Disclaimer/Background Criminal Investigation (BCI) form and return it to the school office with a copy of the volunteer's current driver's license. It takes about 6 weeks to complete the process. The BCI is good for three years.*
- *Volunteers are also required to read, sign and return the Policy and Procedure in Cases of Sexual Misconduct Extract.*

CONFIDENTIALITY

In the course of service, volunteers may become aware of confidential information about students or staff. It is expected that volunteers will keep any information about students and staff confidential. This policy applies in any setting, inside or outside of school. In general, volunteers should not discuss the school's confidential information, business or happenings with anyone who is not school management.

At the same time, volunteers must understand that there are times when student confidences cannot be kept. If a student informs the volunteer of a desire to commit suicide or harm themselves or others, that communication must be reported. The guideline is if the information may save someone from harm if shared with parents and/or administrators, then it must be shared.

SUPERVISION

Volunteers are supervised by the staff members directly responsible for the activities with which they are involved. For example, the lunch room volunteers are supervised by the teacher on duty. Ultimately, the principal is responsible for the operation of the school and therefore supervises all who are in service to the school community.

ANTI-HARASSMENT POLICY

No Harassment/Discrimination. It is the school's policy to maintain an environment that is free of unlawful harassment or discrimination in any form. Harassment or discrimination of or by any volunteer based upon race, color, gender, disability/protected impairment, genetic information, military status, age or national origin is prohibited, unlawful and will not be tolerated. The types of conduct prohibited by this policy include, but are not limited to, the following:

- Any offensive verbal or physical behavior, treatment or conduct that is based on an individual's race, ethnicity, national origin, sex, age, disability or other applicable protected characteristic;
- Racial or ethnic slurs;
- Unwelcome personal inquiries, persistent unwanted courting and sexist put-downs;
- The display or circulation of explicit, offensive or degrading graphic or written material (including calendars, posters, drawings, cartoons, etc.) which reflect disparagingly upon a class of persons or a particular person;
- Derogatory remarks about a person's national origin, race, language or accent.

Sexual Harassment. Sexual harassment deserves special mention. Sexual harassment will not be tolerated by the school. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment within the terms of this policy when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's volunteer term; submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's volunteer performance or creating an intimidating, hostile or offensive volunteering environment.

While it is not possible to list all circumstances constituting sexual harassment, the following are examples of conduct which, if unwelcome, may constitute sexual harassment:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Sexual jokes or gossip regarding one's sex life;
- Comments on an individual's body or sexual activities.

Reporting Harassment. Should you believe that you are being harassed, or should you witness or become aware of such inappropriate conduct you should contact Darlene Walsh at (401) 949-1130, ext. 11 or Patricia McCormick at (401) 949-1130, ext. 13.

Investigation. The school will investigate all reports of all harassment promptly and thoroughly. The school will also conduct its investigation in as confidential a manner as is practicable.

No Retaliation. There shall be no discrimination or reprisal against any volunteer for making a complaint or reporting an instance of suspected harassment, or for cooperating in an investigation.

If it is determined that inappropriate conduct has taken place, the school will take such corrective and disciplinary action as it deems necessary and appropriate.

COMMUNICATION

Open lines of communication should exist between volunteers, staff, faculty and the administration. Problems should be discussed openly and honestly with the people involved. After these avenues have been explored thoroughly but without resolution, the principal should be contacted, advised of the situation and, in the principal's discretion, asked to mediate.

LOYALTY TO CHURCH AND SCHOOL

Volunteering in a Catholic community affords the opportunity to give more than time and talent. It is an opportunity to support the teachings of the Catholic Church and to indicate to others that you live in a manner consistent with those teachings. When you do this, you truly serve as a partner in the educational ministry of St. Philip School.

When volunteering at St. Philip School you are our representative. You should support the directions given by staff and administration. If you disagree with school policy, the administration would be happy to hear your concerns and discuss them with you.

GENERAL SAFETY PRECAUTIONS

Safety can only be achieved through teamwork at the school. Each volunteer, employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick while volunteering, no matter how slightly, you must inform your supervisor immediately.
2. You should adjust and repair school equipment only if you are trained and qualified.
3. Get help when lifting or pushing heavy objects.
4. Understand your duties fully and follow instructions. If you are not sure of the safest procedure, don't guess; ask your supervisor.
5. Know the locations, contents and use of all first aid and firefighting equipment.
6. The possession, discharge or display of any firearms is strictly prohibited.
7. No volunteer shall perform duties, report for volunteering, or be present on school premises or in school vehicles or engaged in school activities while under the influence of alcohol or a controlled substance which effects job safety or performance. The unlawful unauthorized manufacture, distribution, dispensation, possession, sale or use of alcohol or controlled substances on school premises, in school vehicles, or while engaged in school activities is strictly prohibited.

RIGHT TO AMEND

Saint Philip School reserves the right to amend this handbook as it deems necessary. Volunteers will be notified of all changes in a timely manner.

CHILD ABUSE REPORTING FORM

CALL: RI Department for Children, Youth and Families Hotline

1-800-RI-CHILD

1. Name of child _____
2. Age of child _____
3. School of child _____
4. Grade of child _____
5. School address _____
6. School phone _____
7. Condition of child

8. Present location of child _____
9. Name & Phone of person reporting _____

ST. PHILIP SCHOOL
VOLUNTEER COMMITMENT AND AGREEMENT

I pledge to volunteer my time and talents in service to the children of St. Philip School.

I will uphold the expectations of the role of volunteer by observing guidelines outlined in the Volunteer Handbook and by being committed to my duties.

I promise to respect the confidentiality of the students, faculty and staff.

I have read and understand the St. Philip School mission statement and will follow the rules, policies and procedures outlined in the Volunteer Handbook to the best of my ability. I received the Volunteer Handbook on the date below. I understand that this handbook has been provided to me for guidance purposes only, and that this handbook is not a contract, nor does it provide me with any contractual rights.

I understand that I am providing services completely without compensation and that such provision of services is completely voluntary. I have not been promised any benefits or compensation, now or in the future, in exchange for my services. I or the school may terminate my volunteer relationship at any time for any reason or no reason at all.

I understand that this handbook replaces any and all prior handbooks or agreements concerning volunteers, and I also understand that the policies and benefits contained herein may be added to, deleted or changed by the school at any time in its sole discretion.

NAME OF VOLUNTEER (Please Print)

SIGNATURE OF VOLUNTEER

DATE