



VOLUNTEER HANDBOOK

2019-2020

**St. Rose of Lima Academy
52 Short Hills Avenue
Short Hills, New Jersey 07078
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<http://www.srlacademy.org>

Dear Volunteers,

*“I have given you a model to follow, so that as I have done for you,
you should also do.”
John 13:15*

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of Saint Rose of Lima Academy.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

The volunteer application forms are enclosed in this book or you can obtain an application online through the school website: <http://www.srlacademy.org>. Please complete the forms (print them out if accessed online) and return them to the school office.

I thank you for your priceless gift of gratuitous service.

In gratitude,

Tina Underwood, Ed.S.
Principal

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“For the Son of Man came not to be served but to serve...” (Mark 10:45)

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide to Saint Rose of Lima Academy and we have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at Saint Rose of Lima Academy.

Mission Statement of Saint Rose of Lima Academy

The mission of St. Rose of Lima Academy is to develop the whole person through a community experience of faith, academics, and life. Through this integrated experience each student will develop respect for and responsibility to oneself and others. Each student is challenged to use his or her special gifts in the service of all God’s people.

We provide a safe, secure and challenging learning environment, to afford opportunities for all students to realize their individual potential and to become responsible and productive members of society.

Philosophy

The purpose of the Academy is to provide an academic environment where moral values, service to others, and a positive self-image are developed, successfully preparing students to face the challenges they will confront throughout their lives. Students are educated spiritually and intellectually, integrating Catholic truths with personal values and morals. As educators, we recognize that each student is given a variety of unique gifts and abilities from God. Through an age-appropriate curriculum, the Academy strives to nurture these special gifts, and foster self-esteem, independence, and respect for others. We firmly believe that within a Catholic community setting each student will:

- be recognized with the dignity worthy of one created by God and for God, regardless of age, background or achievement
- be given the opportunity to develop, according to talents and needs, as a unique human person
- experience an integrated system of Catholic truths and personal values
- be challenged to use their special gifts in the service of others

In compliance with the threefold aim of Catholic education – teaching doctrine, building a faith community, and serving others - we will

- design our educational program to provide for the spiritual, psychological, intellectual, physical and social needs of students
- evaluate regularly the content, methods, and materials of our program in order to guarantee a quality Catholic education
- express, through a life of faith by faculty, administrators, students and parents, the peace and joy that come in witnessing the Gospel message
- engage students in service activities that are meaningful to their age level and that demonstrate the responsibilities involved in personal growth and development.

PROCEDURES AND POLICIES

Application Process

All volunteers are required to fill out a Volunteer Application. Volunteers can either fill out the application provided in the handbook or access the application online by visiting the St. Rose of Lima Academy website (<http://www.srlacademy.org>). The information you provide on these forms will be held in the **strictest confidence**. Please fill out **all** information requested, sign and date and return to the Principal's Office.

Gratuitous Service

Volunteers to St. Rose of Lima Academy choose to volunteer without an expectation of anything in return. Serving in the ministry of Catholic education is a privilege and not a right. The principal reserves the right to discontinue the services of any volunteer.

School Hours

Grades Pre-K through 8 are in class from 8:10 AM – 2:50 PM. The School doors are opened for students at 7:30 AM.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:45 PM**.

Sign-In Procedure

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up in the office. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

Dependability

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to complete Protecting God's Children (Information can be found at www.rcan.org).

Technology

Any photographs or statements made on a volunteer's Social Networking Site may be cause for dismissal of services and separation of the volunteer's family from the school. This includes defamatory comments made about the school administration, other teachers, students, or the parish. Volunteers should never take photographs of students during school sponsored activities. This includes, but is not limited to, field trips and class parties.

Health and Safety

A First-Aid kit will be available on every field trip. Chaperones should at no time administer any medication to a student. These medications includes, but is not limited to, over-the-counter medications.

Volunteer Dress

St. Rose of Lima Academy has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Rose of Lima Academy 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, and no jeans, leggings, jeggings, or flannel pajama pants if a volunteer is volunteering in the front office.

Responsibility

The Administration of St. Rose of Lima Academy is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made by SchoolMessenger. School closing will be posted on the website <http://www.srlacademy.org>. **The notification system will be initiated to contact all families.**

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students and volunteers should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close doors;
3. Walk to the assigned place briskly, in single file, and in silence;
4. Stand in a column of twos, facing away from the building;
5. Return to building when signal is given.

Volunteers are expected to participate in all drills and adhere to the guidelines of silence.

Field Trips

1. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
2. All chaperones must be 25 years of age or older.
3. Chaperones should not smoke while on the field trip. This includes the use of electronic cigarette and vapor products.
4. Chaperones should dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress code for the trip.
5. Chaperones should refrain from cell phone use while on the field trip.
6. Chaperones should not allow students to use their cell phones on the field trip.
7. Chaperones should be involved in active supervision while on the field trip and not engaged in social conversation with other chaperones.
8. Chaperones may be held responsible for accidents or injuries that happen due to their negligence.
9. Chaperones should not distribute snacks to students while on field trips.

10. Chaperones should not provide money to students while on field trips.
11. Chaperones should not photograph students during the field trip and then share or post the photos on the chaperone's social media site.

Right to Amend

St. Rose of Lima Academy reserves the right to amend this Handbook. Notice of amendments will be sent to volunteers.

**The following sections (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection of All God's Children encompasses both school and church.*

CHILD SAFETY & LEGAL ISSUES

Guidelines for the Supervision of Minors

Guidelines include, but are not limited to, the following:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing.
2. Programs for minors should not be administered by only one adult without additional adult supervision.
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
4. Facilities should be monitored during church services, and all school and other activities.
5. Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property.
7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.

SAFE ENVIRONMENT VISION STATEMENT

Archdiocese of Newark

By virtue of baptism, each of us is called by name to participate in the ministry of Christ who is priest, prophet, and king. In accord with that ministry, we are called as *priest* to share the presence of God with those around us, as *prophet* we speak the truth even in difficult times and call each other to fidelity to God's ways, and as *king* we exemplify the servant leader who generously and conscientiously looks after the welfare of those entrusted to us.

Because all human life is a precious gift from God, we must assure that all persons, especially the young and the vulnerable, are to be treated with dignity, respect, and offered an environment, which promotes safety. A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well-being of each person. More than simply offering protection from danger, a safe environment within our context also reflects the reality that the Church sees itself as a sanctuary, that is, a "sacred space" where one finds protection, security, support, guidance, and the presence of God. Thus, the entire church community must live in a way that is consistent with that covenant by fostering environments that not only are safe, but also are healthy.

The Safe Environment Program of the Archdiocese of Newark strives to empower parishes, schools, families, and individuals to create and foster safe and healthy environments for children and youth in all aspects of their lives. We strive to achieve this through preventive measures, as well as educational strategies. Prevention of abuse and neglect of our children and youth is foundational to the Safe Environment Program and constitutes its initial focus. As the program develops, safe and healthy environment training also will include but not be limited to such strategies as education and training in effective parenting, conflict resolution, internet and computer safety, the prevention of harassment, bullying, or violence in any form, healthy and best practices for injury prevention, and attention to safety

in the event of emergency or disaster.

Training, support, and resources will be directed to:

All church personnel, including lay and religious employees and volunteers, priests and deacons, by supporting them in ministering to their people through implementing and participating in comprehensive safe environment programs.

Children and youth themselves, by supporting them in their effort to navigate their way through the confusing and often harmful aspects of the world by developing the necessary knowledge, integrity and self-mastery they need to live a mature and active faith.

Parents, as the leaders of the “domestic church,” are called to provide the primary safe and formative environment for their children, by supporting the vocation of parenthood and the marital bond, so as to improve the nurturing and formation of their children, who are a gift and who call their parents together in love.

All Persons, who out of generosity and care, seek to better their own local environments for the safety and health of children and youth. Everything we do as church must reflect our commitment to respect life in all situations by providing a secure sacred space that safeguards and promotes human dignity, by fostering the development of each person, and by creating and maintaining a safe and healthy environment for all who come to us seeking an experience of the holy presence of God.

CHILD ABUSE LAWS

St. Rose of Lima Academy abides by the Child Abuse laws of the State of N.J. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

**HSA Elected Officers
2019-2020**

**President:
Andrea Mansfield**

**First Vice President:
Rosemary Mattson**

**Second Vice President:
Karen Maddox**

**Treasurer:
Catherine Pieroni**

**Secretary:
Tina Fay**

**Communications:
Melanie Farmer**

**Class Parent Coordinator:
Margie Naughton**

**Athletic Director:
Don Lisco/Harcourt Lucious**

**8th Grade Treasurer:
Erin Pickering**

VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service
to the children of Saint Rose of Lima Academy.

I will uphold the expectations to 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 Saint Rose of Lima Academy's mission statement
and will follow the rules, policies and procedures outlined in the Volunteer
Handbook to the best of my ability.

Volunteer Signature _____

Date _____

Please sign, date, and return to the Principal's Office with your application.

