



We appreciate the priceless service that you provide us 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 Nativity of Our Lord Parish and School.

Our Mission

The mission of Nativity is to provide your child a solid academic education with a global perspective in which the arts and technology are integrated into the curriculum—all rooted in the Gospel of Jesus Christ.

Our Beliefs

Catholic Identity and Religious Education

- Your child's religious education is the fundamental reason Nativity School exists.
- Traditional truths of the Catholic faith, values rooted in the Gospel of Jesus, and moral principles grounded in Christian social justice essentially define who we are.
- Our religious values are reflected in the way subjects are taught, the way your child will be treated, and the way you as parents will be incorporated in our endeavors.
- The spirit of prayer, service, and a personal relationship with Jesus for your child are fostered at Nativity.

Education

- At Nativity your child is a valued individual with unique physical, social, spiritual, cultural, and intellectual needs.
- Recognizing that your child learns in different ways, the Nativity School community strives to provide a variety of instructional opportunities to support learning.
- A safe and physically comfortable environment promotes your child's learning.
- Teachers, administrators, parents, students, and the community share the responsibility for advancing the school's mission.
- Your child's self-respect is enhanced by positive relationships and mutual respect among and between students and staff.

The Arts

- The arts are an integral part of the education Nativity offers your child; they enrich the curriculum and your child's experience at Nativity by providing connections to religion, math, social studies, science, and language arts.

Global Education

- Global education enhances your child's compassion, tolerance, and appreciation of inherent differences among cultures.

Technology

- Technology is important for the future success of your child and can be integrated into all areas of the curriculum.

Procedures and Policies

Responsibilities

The administration of Nativity of Our Lord Parish and School is accountable for facilitating, monitoring, evaluating, and providing continuity for the success of all volunteer programs. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives, and celebrating their efforts- all for the glory of His Kingdom.

Volunteer Expectations

Volunteers are expected to:

1. Uphold Catholic teaching and maintain Catholic identity
2. Complete SafeParish training and background screenings as well as maintain SafeParish compliance
3. Adhere to parish and school rules, policies, and procedures
4. Be willing to accept directions from the parish or school office/administration
5. Work under the auspices of the pastor, principal, and school administration
6. Perform assigned tasks to the best of their ability
7. Work cooperatively with all staff and other volunteers
8. Defer all administrative matters, communications, etc. to the administration
9. Recognize when they need to refer parents and community members to the administration when matters are outside the scope of responsibility of their program
10. Maintain confidentiality
11. Report any suspected abuse per the directions of the Archdiocese of Cincinnati's Decree on Child Protection
12. Bring any grievances or concerns directly to the principal or pastor
13. Receive school approval for any communications, media, or imaging related to parish, school, or related activities or clubs before communicating or completing said projects.

There may be unfortunate instances where there are times of disagreement. In these instances, please bring grievances to the pastor or principal directly. Any volunteer who is challenged to uphold any of these expectations or is unable to come to any resolution of the matter may find that, while regrettable, it may be necessary for the pastor or principal to relieve the volunteer of any further duties or responsibilities.

Sign-in Procedures

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. All visitors must be SafeParish trained in order to volunteer. There are no exceptions to this rule.

Dependability

The school relies on our support. We ask that you follow through on tasks by attending to schedule 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. Please refer any concerns to Administration.

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. This includes, but is not limited to over-the-counter medications.

Volunteer Dress

Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of Nativity of Our Lord and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts.

Inclement Weather

If it should be necessary to close the school because of inclement weather conditions, an announcement will be made over local TV stations, text notification, and on the school website (www.nativity-cincinnati.org).

Emergency Drills

Fire Drills

State law requires that fire drills be held regularly. During the fire drills, students should follow these regulations.

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

Tornado Drills

Tornado drills are held periodically and the procedures are as follows:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Sit, face wall, and put hands over head
4. Return to classroom when signal is given

Field Trips

1. Parents who chaperone a field trip may not bring preschool age or school age siblings on the field trip.
2. All chaperones should be 21 years of age or older.
3. Chaperones should not smoke while on the field trip.
4. Chaperones should dress modestly and appropriately on the field 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 while on the field trip.
7. Chaperones should be involved in active supervision while on the field trip.
8. Chaperones may be held responsible for accidents or injuries that happen due to their negligence.

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

Child and Safety Legal Issues

Please visit the Archdiocese's [Restoring Trust](#) page for details on the Archdiocese's commitment to creating and maintaining safe environments.

Guidelines for Supervision of Minors

Guidelines include but are not limited to:

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 the 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.
7. Have minors use a "buddy system" whenever they go on trips away from church or school property.
8. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risks.

Reporting Procedures of the Archdiocese

Employees, parishioners, volunteers, vendors and other interested parties are encouraged to report suspected misconduct of any kind via the confidential EthicsPoint Hotline 1-888-389-0381 or by accessing the appropriate information through the [website](#).

Report unethical behavior for any of the following areas:

- Safe environment for children or youth
- Workplace safety
- Harassment or inappropriate behavior (sexual or otherwise)
- Accounting & financial
- Fraud & theft
- Gifts & donations
- Confidentiality
- Catholic Schools

Child Abuse Laws

Nativity of Our Lord Catholic School abides by the Child Abuse Laws of the State of Ohio. This law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services.

Code of Conduct for Volunteers at Nativity School

By virtue of our baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek the Kingdom as He did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that it is in serving our brothers and sisters that we are reconciled to the Father and that all that passes between us is a function of our relationship with God. Our call to discipleship is an abundant grace. It is also an awesome responsibility. Church personnel, who publicly represent the Church, whether by office, employment, or appointment, have a special obligation because they have chosen to assume positions of trust.

Our brothers and sisters, young and old, invite us into their lives, open their hearts, and share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Because of this trust our behavior, both public and private, has the potential to inspire them to faith and hope and motivate them toward greater generosity and participation. Sadly, it may also scandalize them, weaken or destroy their faith or increase their sense of isolation.

It is essential therefore; that anyone who undertakes a position of leadership or ministry in the Church be constantly mindful of the trust they have been given. To faithfully discharge the responsibilities that accompany our work requires constant prayerful reflection since we must be sustained and supported by God's grace. Our obligations also require each of us to periodically undertake a personal inventory. It is hoped this Code of Conduct will assist us in this task.

These statements do not presume to provide answers to all ethical questions. They present a set of general ethical standards to help guide our day-to-day actions and form a framework for developing policies and discussing ethical questions. It is anticipated, however, that

Volunteers do agree to abide by these principles and understand that disregarding them may lead to remedial action.

I understand that I must comply with all Nativity School & Parish policies and COVID 19 protocols (including wellness checks, masking and social distancing) applicable to school/parish staff as well as all directions from school and parish administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Pastor or school principal at any time if they determine it is in the best interests of the school.

Right to Amend

Nativity of Our Lord reserves the right to amend this handbook at any time.