



# **Volunteer Handbook**

## Welcome and Mission

We are thankful for the volunteers who pour their heart and soul into the lives of our school and students. As a volunteer, you make a significant impact on our ministry. St. Paul's Lutheran School exists to lead children to **mold hearts and shape minds in their relationship with Christ and with each other**. In this handbook, we will provide you with information to assist you in helping us reach that goal. We look forward to you blessing our school, and we look forward to us also richly blessing you as you serve the Lord through your service to Redeemer.

## Volunteer Procedures

- ◆ Sign in and out of the building at the school office. Always wear a visitor pass while school is in session.
- ◆ Be familiar with the school handbook and the rules of the classroom you are working in.
- ◆ You may use office equipment after you have been given a brief introduction by a staff member.
- ◆ Be honest and open in communication to staff and administration. If you feel a problem persists, please share your concerns with them.
- ◆ As a volunteer, you are not expected to be responsible for administering discipline. Other than positive redirection and removing children from difficult situations, please seek assistance from a teacher or administrator if disruptive behavior arises.

## Volunteer Conduct

- ◆ If you are unable to volunteer at your committed time, please notify the appropriate staff member.
- ◆ Please be prompt to your appointed task.
- ◆ Good manners and common courtesy are expected from you. Please be a role model to the children and expect the same from the children (i.e. "please," "thank you," etc.)
- ◆ Always direct other parents' concerns to the classroom teacher or administrator. As a volunteer, it is important that you speak well of the school
- ◆ It is the school's responsibility to inform parents of student's progress and behavior. If asked by a parent, please direct them to the classroom teacher.

- ◆ Please refrain from physical contact with students. A nurturing or comforting touch can be important. Unfortunately, touching is an action that can be misconstrued. Never touch a student in an area which would normally be covered by a bathing suit.
- ◆ Photographing and videotaping of students should only be done with the permission of the teacher. Students may be on our “Do Not Photograph” list. Teachers are aware of the students who cannot be photographed.
- ◆ Please follow the “open door rule” if you are working one-on-one with a student. In other words, normally you should not be in a room as a volunteer with a student alone. If for some reason you are, please make sure the door is wide open.
- ◆ St. Paul’s prohibits the use or possession of illegal substances, alcohol, & tobacco at all times when on the premises, while conducting St. Paul’s business, or using St. Paul’s equipment. This does not include prescription drugs taken as directed by an individual’s doctor.

## Student Safety

Every effort is made to ensure the safety of students. The following policies and procedures are required:

- ◆ First Aid should be administered by the school teachers, aides or office personnel.. If you are volunteering on a field trip, First Aid should be administered as gently and respectfully as possible. Ask for assistance. All teachers are trained in CPR and First Aid.
- ◆ All medications must be stored in the office.
- ◆ All medications must only be given by the office staff or the student’s parent/guardian.
- ◆ Please report any major accidents to a staff member so they may fill out an accident report.
- ◆ Supervised children should always be within your sight.
- ◆ Be familiar with the school handbook and guidelines for reporting suspected child abuse to the teacher.
- ◆ Emergency guidelines are posted in every classroom. Be familiar with where these are located and know what to do in case of emergency.

## Field Trips

- ◆ Children not enrolled at St. Paul's should not accompany the class on the field trip unless special permission has been granted. Siblings who are enrolled may not attend a field trip unless their class is participating.
- ◆ Make this time special for the school children by giving them your undivided attention. It is requested that you make other arrangements for younger siblings. This is important for the safety of the children on the field trip and allows the St. Paul's students to get as much as possible out of the field trip experience.

## Confidentiality

- ◆ A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential as well as conversations between parents, teachers, and students.
- ◆ Remember that communicating information about someone else's child can cause harm to the child and the school. Please always ask yourself the question, "Would I want a volunteer to be sharing this information about my child?"

## A Variety of Volunteer Opportunities

- ◆ Office attendance
- ◆ Art assistants
- ◆ Library classroom assistance
- ◆ Re-shelving or straightening library books
- ◆ Field Trip Volunteers
- ◆ Special Events
- ◆ Workdays
- ◆ PTL functions.
- ◆ Coaches
- ◆ Volunteers to keep scorebooks at gam
- ◆ So many more!!!

If you ever have questions as a volunteer, please address them to the teacher or the administration.

Thank you for making our school such a wonderful place through volunteering.