

St. John Lutheran School

Volunteer Handbook

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The following websites were used in the preparation of this policy:

[http://web.harrisonburg.k12.va.us/ses/uploads/SES%20Volunteer%20Handbook%2016\\_17%20-%20Google%20Docs.pdf](http://web.harrisonburg.k12.va.us/ses/uploads/SES%20Volunteer%20Handbook%2016_17%20-%20Google%20Docs.pdf)

<https://1.cdn.edl.io/U53y7hUv8F0fFIAOsyTz7Crb1Llys0h0vjX8qw5AUB3uVn0q.pdf>

<https://www.bcps.org/parents/pdf/BCPS-New-Volunteer-Handbook.pdf>

## **ABOUT ST. JOHN LUTHERAN SCHOOL**

### **Our Mission Statement**

St. John Lutheran School exists to provide a Christ-centered education focusing on spiritual, emotional, academic, social and physical growth. We assist parents in preparing students for an active Christian life and eternal salvation. Above all, we proclaim, *“For God so loved the world that He gave His only son, that whoever believes in Him should not perish, but have eternal life.” John 3:16*

### **Philosophy of our School**

The school exists as a branch of the Church’s ministry and to assist the parents in fulfilling the command in Deuteronomy 6:6-7, *“These words which I command thee this day shall be in thine heart and thou shalt teach them diligently unto thy children.”*

Because the Word of God is our focal point, we strive to incorporate its directives in all areas of instruction. We recognize the five area of the development in the student’s life that need to be addressed: spiritual, emotional, intellectual, social, and physical.

Of primary importance is the spiritual development of the child. Ephesians 6:4 says, *“Ye Fathers, provoke not your children to wrath, but bring them up in the nurture and admonition of the Lord.”* God promises in Isaiah 54:13, *“all thy children shall be taught of the Lord and great shall be the peace of thy children.”* We must always bear in mind that the school exists only to assist the home in these tasks, not replace it nor act independently of it.

We will make every attempt to not schedule school activities that would preclude participants from their regular weekly church attendance (or special services).

We believe Christian education must guide and direct every individual to live his total life to the glory of God.

### **Introduction to Our Volunteers**

Thank you for your interest in volunteering at St. John Lutheran School in Berlin, WI. Our school depends on volunteers and value their contributions to enhance the programs and services provided for students. Volunteers are important members of our team and help our staff sustain effective learning environments, enrich the education and experiences of students, and build critical partnerships to increase achievement for all students.

## Qualifications

You should have a genuine interest in students, a professional commitment to your volunteer activity, regular attendance, a cooperative attitude, flexibility, and a willingness to attend training sessions when needed.

## Goals of the Volunteer Program

- Expand parental involvement and engagement strategies to meet the unique needs of all families in the school community.
- Acknowledge parents and community members as important partners in the education of all students.
- Strengthen the relationship between schools and parents, guardians and community stakeholders through meaningful service opportunities.
- Support teachers and staff with the implementation of curriculum and school programs.
- Utilize the knowledge and skills of volunteers to promote student achievement.
- Offer direct support to students needing additional assistance with assigned tasks.
- Assist school staff and students with extra-curricular activities, afterschool programs and fundraising opportunities.
- Provide supervision and direction for students while participating in off-campus learning experiences (field trips).

## Volunteer Process

Volunteer applicants must complete a Volunteer Application form, provide a photo ID and if driving a field trip provide proof of auto insurance to complete the process prior to volunteering at St. John Lutheran School. You will also need to go through a background check and wait for clearance prior to volunteering or chaperoning. You will need to be asked to renew this clearance process every 5 years. You will then be matched with a suitable task by the school principal. Volunteers will be placed according to needs of the school and based on the qualifications required for effective job performance. On-the-job training will be provided by the school employee supervising you.

Occasionally, a volunteer placement may not be the right fit for the volunteer. If you are not satisfied with your volunteer placement for any reason, please speak with the principal to discuss other available options.

St. John Lutheran School does not discriminate on the basis of age, color, disability, gender, marital status, national or ethnic origin, race, veteran status or any other characteristic in its educational programs, services of employment as provided in federal and state law.

Please also provide a copy of your auto insurance if you are driving for a field trip.

## **Volunteer Expectations and Guidelines**

- Sign in at the beginning of each school visit, and sign-out prior to leaving school grounds.
- Wear specific school/site identification while on school property or at school-related activities and return the identification prior to leaving the school and/or activity.
- Dress appropriately for the educational and work setting in a manner that is not disruptive to the educational process. The principal has the discretion to determine whether attire is disruptive to the educational process.
- Promote the worth and dignity of all individuals by displaying an attitude of cooperation, friendliness, and acceptance.
- Demonstrate a commitment to education for all students.
- Maintain open communication with school staff and other volunteers.
- Make every effort to perform volunteer duties in the presence of a St. John employees. Avoid unsupervised, one-on-one student contact.
- Do not discipline any student at any time. Behavior concerns should be reported to a teacher or principal.
- Refrain from bringing visitors, children, siblings or others in your care to the volunteer site.
- Notify the school when unable to complete scheduled volunteer time.
- Refrain from using electronic communication devices while volunteering, unless the device is used to call for assistance in an emergency situation. Volunteers may not use telecommunication devices, such as computers for personal use.

Volunteers must sign a confidentiality agreement and maintain strict confidentiality concerning information they learn about students or faculty. If you have questions or concerns, talk with the teacher or principal. The one exception to this rule is in the case of suspected child abuse or neglect. (refer to pg. 6).

## **School Safety: A Partnership**

The number one responsibility of all adults at St. John Lutheran School is to maintain the safety of our students. Whether you are working directly with children or indirectly supporting students in another school location, all volunteers should be comfortable with our school's expectations and safety procedures. This requires volunteers to be aware of the direct responsibilities to maintain proper communication with their supervising staff member, and to be aware of the limits of the volunteer duties. It is important to remember that when a

concern arises you are to immediately report it to your supervising staff member and /or the front office.

## **Reporting Suspected Child Abuse and Neglect**

Any volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report it to the teacher or principal immediately. School personnel will proceed by contacting the appropriate authorities. This information should never be reported to other individuals (refer to the Confidentiality Agreement).

## **Evacuations and Lockdown Procedures**

**Evacuations:** All volunteers should familiarize themselves with the appropriate evacuation route(S) from their volunteer location(s). Volunteers should assist their supervising staff member with efficiently evacuating students from the building and accounting for the presence of all assigned students.

**Lockdown Procedures:** In case of a lockdown/intruder event, volunteers should assist staff members with closing and locking the classroom door, covering windows, and moving students from intruder visibility. If in the hallway, volunteers should help quickly usher students into the closets classroom/office for safety.

## **Responding to Health Issues and Emergencies**

Volunteers should not render first aid to students or clean up blood or other bodily fluids. In the event of an emergency, volunteers must notify a school staff member. If a volunteer is exposed inadvertently to blood or other bodily fluids, he/she must report this immediately for appropriate intervention.

If a volunteer is injured while performing volunteer duties, he/she must seek immediate first aid from the staff member. All injuries must be reported to the supervising staff member.

## **Maintaining a Safe and Orderly Learning Environment**

St. John Lutheran School has an established policy that prohibits the possession of any weapon, look-alike weapons, firearm or look-alike firearm on school property on school buses or at any school-related/sponsored event. Examples of prohibited weapons include but are not limited to knives, pocket knives, mace and guns. Volunteers are expected to report any weapons, look-alike weapons and firearms to school principal immediately.

St. John prohibits the unlawful manufacture, distribution, possession or use of a controlled substance or alcohol in the workplace. St. John is committed to provide a tobacco-free work environment for its students, volunteers and community members. St. John prohibits the sale and use of any form of tobacco in school system-owned or leased buildings grounds and

vehicles at all times. Volunteers should not bring tobacco products, alcohol, inhalants and /or illegal drugs to school, on school property, on school buses or to school-related activities.

## **VOLUNTEER OPPORTUNITIES**

A St. John volunteer can assist and support building goals and initiatives in many ways (in or out of the school building). In our classrooms, the volunteer can assist the teacher, thereby freeing the teacher to focus more time on the teaching/learning process. If you find you are not comfortable helping in a classroom setting, there are numerous ways you can offer other kinds of much needed support! If transportation is a concern, there are many things you can help with right from your home.

### Ways Volunteers can Support our School

- Helping your child be successful by monitoring homework practice and reading
- Attending parent organization meetings
- Listening to or reading stories to groups of students
- Helping in our library
- Putting up displays or bulletin boards in classrooms or hallways
- Typing stories or other student work
- Participate in fundraising and community outreach programs
- Helping teachers make various reading tools for students (flashcards, mini-books, etc.)
- Working with students on teacher-planned activities (centers, practicing math facts, etc.)
- Volunteering to share a talent (cooking, sewing, construction, gardening, music, art, languages other than English, reading, etc.)
- Volunteering to present to a class or the school about your profession
- Contacting community members to share or present at our school
- Organizing classroom materials, cupboards files, storage areas, etc.
- Work on school beautification projects (landscaping projects, trash pickup on school grounds, painting, seasonal decorations, etc.)
- Help our teachers working in after-school enrichment opportunities, sports, or clubs
- Assisting in the cafeteria during student lunches
- Chaperoning field trips

## Volunteer Checklist

### I have:

- \_\_\_\_\_ Completed the volunteer application
- \_\_\_\_\_ Submitted ID with photo to be copied by the front office
- \_\_\_\_\_ Been informed that my application has been approved
- \_\_\_\_\_ Been assigned to teacher or a supervisor of a project/activity
- \_\_\_\_\_ A specific place and time to work

### I know:

- \_\_\_\_\_ The school layout, parking, and facilities available.
- \_\_\_\_\_ The school/classroom discipline policy.
- \_\_\_\_\_ Classroom policies, procedures, and rules.
- \_\_\_\_\_ Evacuation and lockdown procedures and safety rules.
- \_\_\_\_\_ Where and when to report to work.
- \_\_\_\_\_ Where the sign in/out sheet is and where name tags are located.
- \_\_\_\_\_ What to do if I must be absent.
- \_\_\_\_\_ What to do if I suspect child neglect or abuse.
- \_\_\_\_\_ Where instructional materials/tools are kept.
- \_\_\_\_\_ What is expected of me during my volunteer experience at St. John Lutheran School.

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Additional Notes: Please ask the Principal or a teacher about any item(s) you have not checked.

## Volunteer Application



## St. John Lutheran School

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address:

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you have a child at St. John      Yes \_\_\_\_\_      No \_\_\_\_\_

Child's name and grade \_\_\_\_\_

Child's name and grade \_\_\_\_\_

Child's name and grade \_\_\_\_\_

Do you have a grade level where you would like to volunteer? (Circle all that apply)

3k    4K    K    1    2    3    4    5    6    7    8

Please check the activities where you would like to volunteer. (Note: We will make every effort to match you to the activity you choose, however volunteers will be placed based on availability and need.)

\_\_\_ Room parent for classroom \_\_\_\_\_

\_\_\_ PTL activity helper (Book fair, box tops, PTL meetings and special events)

\_\_\_ Student Tutoring (reading, math fact practice, assist with writing assignments)

\_\_\_ Student Mentor (work directly with a struggling student by assisting them and providing a positive role model)

\_\_\_ Classroom Helper (preparing instructional materials, assisting with special projects, etc.)

\_\_\_ Assist with Drama (scenery, set and costumes)

\_\_\_ Sports (coach, scorekeepers, concession stand and timers)

\_\_\_ Yearbook

\_\_\_ Other Ideas: \_\_\_\_\_

\*\*\*I have read and agree to the items outlined in the School Volunteer Handbook: \_\_\_ (Initials)

## Background Check Authorization

**MUST COMPLETE THE FOLLOWING QUESTIONS TO BE PROCESSED:**

Social Security Number: \_\_\_\_\_

WI Driver License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*\*\*Please attach a scan of an ID with photo and proof of auto insurance if your service involves driving.

- Have you ever been convicted of, or do you have any charges pending, for felonies or misdemeanors? Circle YES or NO  
  
If YES, please attach an explanation including date, location, nature and circumstances of offense.
- Do you have students at St. John Luth. School? Circle YES or NO
- Have you resided outside the state of Wisconsin in the last three years? Circle YES or NO

**CRIMINAL RECORD CHECK AUTHORIZATION**

I, the undersigned, give my permission for the St. John Luth. School to conduct a criminal history check. I understand that in addition to the state and/or national criminal history check, local area law enforcement agencies may also be contacted for information. I also give my permission for the school district to conduct a check of my driver's record. Both the authorizations expire thirty calendar days after the date listed below.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\*\*\*You will only receive a letter if you are denied being a volunteer\*\*\*

## Volunteer Confidentiality Agreement

### St. John Lutheran School

At St. John Lutheran School, we believe that the school experience can be enhanced by the work of volunteers and community groups. It is imperative, however, that all volunteers recognize the rights of the individuals who spend their days in the school buildings. We honor all of our students and understand that each is unique in the creation of a cohesive school. Together, we make a difference in the lives of our children. Thank you for your support and efforts.

#### Acknowledgement

I understand the St. John Lutheran School will allow me reasonable access to the school, school facilities, educational programs and/or individuals needed as it relates to the purpose of my visit. I further understand that during my visit, I must honor the confidentiality rights of all students and staff and agree to refrain from sharing of any information regarding other students and staff that is obtained during my visit. I also understand and agree that I am not to discipline students or provide unsolicited opinions about the children as I may not be aware of the full details which surround any situation. I will not share any information about the class and/or specific individuals from my volunteer work. Any such breach in expected confidentiality could result in loss of my volunteer privileges.

By signing this agreement, I am stating that I will not divulge information about any student, family, or staff member to any person outside the school setting.

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Volunteer name (please print)

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Volunteer signature

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Date