



St. John's Lutheran Church and School

VOLUNTEER HANDBOOK

Our Mission

Equipping the family of God to joyfully and boldly
Make Disciples of Christ as we
KNOW Jesus and one another
GROW to be more like Him
SOW His love in word and deed.

Our Purpose

St. John's Lutheran School exists in Christ to equip and educate students by developing the mind and engaging the heart to impact communities for Christ.

Revised January 2024

WELCOME & MISSION

Thank you to all volunteers here at St. John's Lutheran School Lutheran Church and School. We thank you for your ongoing service and commitment to the ministry. With your assistance, we can further enhance our school community and continue to serve the individual needs of our students.

St. John's Lutheran School asks all volunteers to be a responsible, cooperative team member and a good decision maker. Most importantly, volunteers should be a Godly role-model for our students using the school's mission statement as a guide:

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The following guidelines are designed to provide you with information to assist you in your volunteer position. It is our goal that the time you spend on campus be enjoyable and beneficial both for you and for our school. Thank you again for making a difference in the lives of the students here at St. John's Lutheran School Lutheran School!

REQUIRED SERVICE HOURS [see Parent/Student Handbook]

St. John's Lutheran School needs the help of all its parents to foster a community of shared responsibility. Every hour of parental assistance allows teachers and administration to stay focused on our mission of providing quality Christian education. Therefore, Day School parents are required to complete 20 hours of service time during the school year per family. Service hours can take the form of coordinating classroom parties, at home work for teachers, CEA Events, Sporting Events, with a large variety of service opportunities. Additional opportunities can be found at <https://www.sjmarysville.org/volunteers/>. Families may choose to opt out of this by paying \$400.

Parents are encouraged to step forward and show where they can and desire to be involved. Additional service hour opportunities will be posted at Back to School Night, emails & Spirit Express.

Parents are responsible for recording their service hours through FACTS monthly of their service or the hours will not be counted. Service hours that have not yet been performed (future hours) **can not** be

posted in FACTS until they have been served. Families not completing all hours by May 31st will be subject to a prorated charge.

Volunteering in the same classroom should be limited to no more than 15 hours in one week (unless administrative approval is granted).

VOLUNTEER PROCEDURES

- Please park in appropriate parking spaces. Do not park in the front circle fire lane or designated visitor parking spots.
- All visitors **MUST** sign in and out of the building at the school office. Always wear a visitor pass while school or extended care is in session.
- Be familiar with the school handbook and the rules of the classroom you are working in.
- You may use office equipment for St. John's Lutheran School purposes after you have been given a brief training 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, if disruptive behavior arises, please seek assistance from a teacher or administrator.

VOLUNTEER CONDUCT

- If you are unable to volunteer at your committed time, please notify the appropriate staff member or coordinator as soon as possible so other arrangements may be made.
- Please be prompt to your appointed task.
- Good manners and common courtesy are expected from you. Please be a role model and expect the same from the children (i.e. "please", "thank you." etc) to be consistent.
- Always direct other parents' concerns to the classroom teacher, administrator or pastor. It is the school's responsibility to inform parents on student progress and behavior.
- Please refrain from physical contact with the 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.
- Please follow the "open door rule" if you are working one-on-one with a student.
- St. John's Lutheran School prohibits the use or possession of illegal substances, alcohol, tobacco and firearms/weapons at all times when on the premises, while conducting St. John's Lutheran School business or using St. John's Lutheran School equipment.
 - If you are volunteering at the beginning or the end of the school day, students accompanying you should arrive/depart at regular school time and follow proper procedures for arrival/dismissal of the student body.

STUDENT SAFETY

- Every effort is made to ensure the safety of students. The following policies and procedures are required:
 - All teachers are trained in CPR and First Aid. If a situation arises please ask for assistance when possible. When in doubt, call 911.
 - All medications must be stored in the school office.
 - All medications must only be given by properly trained office staff or the student's parent/guardian.
 - Please report any major accidents to a staff member so they may complete an accident report.
 - Supervised children should always be within your sight.
 - Be familiar with the school handbook and guidelines for reporting suspected abuse.
 - Emergency Guidelines are located at the front entrance of every classroom; a teacher is equipped with an emergency binder and an emergency bag for field trips.

FIELD TRIPS

- Chaperones will be required to complete a background check before participating on the field trip.
- Efforts will be made to involve as many different chaperones as possible during the year so that the opportunity exists for all students to have someone "special" accompany them on a class trip.
- The number of chaperones assigned for an event will be determined/limited by the classroom teacher.
- Chaperones may be asked to pay their equivalent cost of the field trip.
- All students will use the mode of transportation that has been planned by the teacher for the trip. Chaperones may be asked to drive students to the field trip if a bus is not available. Volunteer drivers must be licensed drivers; with a good driving record (provided on background check); and access to a car which is in good working order, which has seat belts in both front and back seats, and which is properly insured. Volunteer driver information forms must be completed and on file in the school office. In the event of an automobile accident, chaperone's personal insurance would be in effect. St. John's Lutheran School does not have transportation insurance.
- Chaperones are required to follow the guidelines as prescribed by the teacher and shall not deviate from their responsibilities or rules for the trip.

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.

- We fall under the FERPA laws. Volunteers are important in helping schools operate efficiently, but it's important to know your role in protecting student information while helping out in your school.

BACKGROUND CHECKS

- Volunteers who will be in the building while students are present must submit to a background check as per the Board of Christian Day Education policy prior to performing volunteer work. Documentation to complete the background check is available through the school website.

BUILDING USE

- Volunteers who use the facility are responsible for returning it back to its original state (turning off lights, locking doors, returning chairs and desks to place, picking up your materials, etc).
- Never prop the front mechanical doors open as this damages the motor and violates our safety policy. If you need assistance, please contact the front office.
- If you bring your children with you, they must be supervised at all times. Please do not let them roam unsupervised throughout the building.
- Please refrain from letting guests in the building. All Visitors are to report to the school office.

EXPECTATION OF COACHES [see Athletic Handbook for more details]Taken straight from our handbook

Given: Extra-curricular athletics are sponsored by St. John's Lutheran School as part of and as an extension of the school's educational program. Therefore, they are educational-athletics. The coach is the team's teacher, authority, and disciplinarian. The coach balances praise of the student athlete with constructive criticism of the student athlete. The athlete is a student of the game and behaves as one striving to learn the game.

Therefore, all coaches and student athletes accept the following assumptions:

1. The athletic program is a Christian athletic program. Coaches and student athletes strive to perform to God's glory and to the best of their abilities. Coaches know that they are ambassadors for Christ, and as such, conduct themselves in a proper manner when dealing with athletes, parents, and fans. They model good sportsmanship and set a good example for players and spectators. This behavior includes the following attitudes/actions:
 - A. Displaying a continuous love of Christ at all times
 - B. Initiate team prayer before competitions
 - C. Fostering positive and open communication with parents
 - D. Following officials' instructions without complaint or argument
2. Commitment to the team, discipline, and sportsmanship are integral parts of the program. Respect for the student athlete's abilities should be displayed at all times.
3. Remember – Winning is a goal but not the ultimate goal.

4. A coach or an appointed adult needs to remain with the student athletes until all have been picked up.
5. Communication – Inform parents clearly regarding changes to practice schedules. Inform parents clearly regarding expectations for when & where athletes are to arrive at games.
6. Evaluation – In an attempt to improve the athletic program here at St. John's Lutheran School, each athlete and their parents will be provided an opportunity to offer feedback of the coach and the program as a whole. An evaluation form will be sent home and then returned to the athletic director shortly after the season has ended. These forms will be passed on to the individual coach, along with an overall evaluation for the athletic director. The athletic director will also share this overall evaluation with the Board of Christian Education when needed. Information and feedback is an important evaluation tool for each coach to use for self-evaluation and program improvement.
7. Safety – The safety of the athletes should be of the utmost importance and never negotiated or compromised. All coaches should complete necessary training prior to the start of the season.

In closing, St. John's Lutheran School Lutheran Church and School welcome parents and friends to serve voluntarily on a regular or part-time basis to assist staff members in carrying out our mission. Routine duties will be assigned to a volunteer and will be under the supervision of a staff person. Volunteers are welcomed, appreciated, and expected to follow the Volunteer Guidelines listed above. It shall be the responsibility of SJLS staff to review these and any other guidelines with the volunteer.

1. Volunteers are to become familiar with SJLS Mission Statement and support it.
2. They will check with the classroom teacher or staff person regarding appropriate times and activities.
3. Volunteers should dress appropriately.
4. Other than verbal requests, disciplining students shall be the responsibility of the teacher or staff.
5. Volunteers shall model Christian behavior for students at all times.
6. Confidentiality of student conduct or work shall be maintained at all times. The classroom teacher will be responsible for reporting any necessary situations to the parent(s).
7. Volunteers are expected to inform the teacher or staff of all seen or possible unsafe hazards.

Student safety is a priority!

This list serves as a guide for volunteers and staff. It does not reflect every circumstance where volunteers serve and may be changed as appropriate by the Pastor, Principal, or Mission Board.

I have received a copy of the January 2024 edition of St. John's Volunteer Manual and have read or had it read to me carefully. I further understand all matters set forth in this manual and agree to abide by and adhere to St. John's policies while volunteering with St. John's, as they may be modified from time to time. I further understand and agree that any provision of the volunteer manual may be amended, revised, or eliminated at any time by St. John's.

I understand that as a volunteer it is my responsibility to maintain and keep my handbook updated as new policies are created and distributed and/or policies are deleted or changed.

I understand and agree that volunteering at St. John's is a privilege not a right.

I hereby acknowledge receipt of the Volunteer Manual.

Volunteer's Name (Please Print) _____

Volunteer's Signature _____

Date _____