



ST. PAUL LUTHERAN SCHOOL

"Excellence in Christ-centered education for now and eternity."

VOLUNTEER HANDBOOK 2017-18

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Welcome and Mission

Welcome to all volunteers here at St. Paul Lutheran Church and School. We thank you for your service and time commitment. With your help, we can further enhance our school and continue to serve the individual needs of our students.

St. Paul encourages all volunteers to be a responsible, cooperative team member and a good decision maker. Most importantly, volunteers should be Godly role-models for our students.

These ideals are reflected in our school's mission to
“Provide excellence in Christ-centered education.”

This handbook is designed to provide you with information that will assist you in your volunteer position. It is our goal that the time you spend here is enjoyable and beneficial for both you and for our school. Thank you again for making a difference in the lives of our students here at St. Paul.

Ways a Volunteer Can Help

- Room Parent
- Clerical Help
- Read with Students
- Assist with School Events
- Bulletin Boards
- Chaperone Field Trips
- Lunch and Recess Supervision
- Classroom Events
- Library Help
- Coaching
- Fundraisers

Volunteer Procedures

- Please park in front of school in the West parking lot
- Sign in and out in the school office. Always wear a visitor pass while school is in session
- Be familiar with the school handbook, school rules, and rules of the classroom you are working in.
- Be honest and open in communication to staff and administration. If you feel a problem persists, please share your concerns with them.
- If there are any problems while you are working with students, defer to the teacher. He/she is in control of classroom procedures and discipline.
- Enjoy your volunteer time and be sure to record your volunteer hours in the binder located in the office.

Volunteer Conduct

- If you are unable to volunteer at your committed time, please notify the office.
- Please be prompt to your appointed task.
- Good manners & common courtesy are expected from you. Please role model & expect the same from the children (i.e. “please,” “thank you,” etc.) to be consistent.
- Always direct other parents’ concerns to the classroom teacher or administrator. It is the school’s responsibility to inform parents on student progress and behavior.
- Please review St. Paul’s Risk Management Policy and follow the “open door” rule.
- St. Paul prohibits the use or possession of illegal substances, alcohol, & tobacco at all times when on the premises, while conducting St. Paul business, or using St. Paul equipment. This does not include prescription drugs taken as directed by an individual’s doctor.
- Whatever happens in the classroom stays in the classroom! Please do not discuss any child’s academic performance or behavior with anyone. Incidents that occur should be kept confidential as well. In our small school community, information spreads very quickly and reputations can be damaged easily. Please try to be the missing link in the chain of sharing information about children and teachers.
- Please put your cell phone on vibrate when at school and refrain from phone conversations while working with students or on field trips.
- We ask that all persons be dressed neatly, with attire that is appropriate in appearance. Tattoos and body piercing (other than the ears) must be covered during working hours. Wording and visuals on any clothing must be appropriate for our school. Please consider comfort and modesty as you dress for your day with our children.

Student Safety

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

- 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 a 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.

Field Trips Policy

Field trips enhance and complement student learning and allow the teacher to extend the classroom beyond the walls of the St. Paul school building. To ensure the safest learning experience, teachers may enlist use of volunteers to serve as chaperones for our students. Volunteers provide a valuable service, one for which we are very grateful. Field trips that take our students out of the building are school events. Therefore, the following procedures have been established to provide structure, accountability, and to keep our students safe whenever they are not at school.

- Chaperones and students are expected to be Christian representatives of St. Paul Lutheran School.
- Every effort 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 not bring younger/older children (siblings) along on a class trip. Siblings can be distracting to students and to you as a volunteer. Make this time special for the school children by giving them your undivided attention.
- Chaperones may be asked to pay their equivalent cost of field trips.
- All students will use the mode of transportation that has been planned by the teacher for the trip unless special arrangements are made with the teacher.
- Chaperones may be required to complete a background check before participating on the field trip.
- Chaperones are required to follow the guidelines as prescribed by the teacher and shall not deviate from their responsibilities or rules for the trip

Volunteer Program

God expects us all to be stewards of our time, treasure, and talents. In the spirit of Christian Stewardship, all parents are expected to volunteer a minimum of ten (10) hours of their time to St. Paul Lutheran School.

Parents who do not follow through with this agreement by the end of May are obligated to pay twenty (\$20) for each hour they fall short.

A Parent Volunteerism Binder will be kept in the school office. The binder will contain a chart for each school family. In order for teachers and the school to be prepared for you, all volunteer activities are expected to be pre-arranged. You will be expected to fill out a line on your Parent Volunteerism Chart which documents your time and activity.

Upcoming volunteer opportunities will be listed in the weekly notes along with those which will already be listed in the binder on the Volunteer Opportunities page.

Office staff will tally your hours and have them available for the first Parent/Teacher conference.

St. Paul Lutheran School and its teaching staff depend on parent volunteers. The Board of Christian Education will recognize those parents who dedicate more than 40 hours of their time to the school. These individuals will receive special recognition at the end of the year awards ceremony following the closing chapel service.

In addition to these hours, all families are encouraged to volunteer to help out with a carnival game at the end of year church picnic (*see calendar for date*) as this event for our children cannot be successful without adult help and supervision.

PARENT VOLUNTEERISM PROGRAM AGREEMENT

Family Name: _____

We understand that God expects us all to be stewards of our time, treasure, and talents.

In the spirit of Christian Stewardship, as parents, we agree to volunteer a minimum of ten (10) hours of our time to St. Paul Lutheran School.

We understand that if we do not follow through with this agreement by May 31, we are obligated to pay \$20 for each hour we fall short of our obligation.

A *Parent Volunteerism Binder* will be kept in the school office. The binder will contain a chart for each school family. When you pre-arrange to volunteer, you will be expected to fill out a line on your Parent Volunteerism Chart which documents the time and pre-approved activity.

Upcoming volunteer opportunities will be listed in the weekly notes along with those which will already be listed in the binder on the Volunteer Opportunities page.

Office staff will tally your hours to be made available to you at Parent Teacher Conferences.

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St. Paul Lutheran School and its teaching staff depend on parent volunteers. The Board of Christian Education will recognize those parents who dedicate more than 40 hours of their time to the school. These individuals will receive special recognition in May of each school year.

* * *

We understand our obligations for the Parent Volunteerism Program and wish to take part in this stewardship program to benefit our child's education and St. Paul Lutheran School.

We do not wish to take part in the Parent Volunteerism Program and want to be billed \$200 for our non-participation.

Parent Signature

Parent Signature

Date

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve as a volunteer with **St. Paul Lutheran Church and School** (“Client”), I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com.

Acknowledgement and Authorization

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

Residents of Minnesota and Oklahoma only:

Under state law you have a right to receive a copy of your consumer report, free of charge, if one is required by Client. By checking the below box, a copy will be provided to you at the address you provide on this Disclosure and Authorization.

- I wish to receive a copy of any consumer report on me that is requested.

Residents of New York only:

Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Client by contacting Protect My Ministry directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by checking the below box.

- I acknowledge receipt of a copy of Article 23-A of the New York Correction Law.

Residents of Washington State only:

Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act’s disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting Protect My Ministry directly.

Residents of California and Maine only:

Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on this Disclosure and Authorization.

- I wish to receive a copy of any report on me that is requested.

TODAY'S DATE_____

Signature

LAST NAME _____ FIRST NAME _____ MIDDLE
NAME/INITIAL _____

HOME ADDRESS _____

CITY _____ COUNTY _____ STATE _____
ZIP _____

SSN _____ D/L or STATE ID _____ STATE ISSUED _____

EMAIL ADDRESS _____

For identification purposes only, please provide FULL DOB:

Please List Other Names Used _____

Protect My Ministry, Inc.
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