



Dear Volunteer:

Thank you for your interest in serving as a volunteer at Our Savior Lutheran School. As a volunteer, you will be assisting the staff in providing the best possible educational experience for each child. Your contribution of time will become an important part of our total effort.

This handbook contains information that will aid you in volunteering at Our Savior Lutheran School. If you need additional information, please contact us at school@oursaviorplantation.org, by calling the school office at 954-370-2161, or by stopping by the school office between 7:30 a.m. and 3:30 p.m.

Again, thank you for giving your time and talent to the children of Our Savior.

Blessings,

Ms. Linda Root, Principal

Return Acknowledgement Section

Please return this portion for our records.

I have read and agree to abide by the guidelines in the Our Savior Lutheran Volunteer Handbook.

Print name _____

Sign name _____

Date _____

I have read and agree to abide by Our Savior Lutheran's Guidelines for Field Trip Chaperones.

Print name _____

Signature _____

Date _____



2018-2019

***Our Savior Lutheran School
Volunteer Handbook***

License #45200

School Theme

God is our refuge and strength,
an ever-present help in trouble.

Therefore we will not fear...

Psalm 46:1-2a

Student Safety: Student safety is a key concern at Our Savior Lutheran.

1. Injuries

- a) Report any injury to the supervising teacher or staff member.
- b) If a child experiences a nose bleed or is bleeding from a cut or scratch, care should be taken to calm the child while still using universal blood precautions. If a volunteer is assisting, gloves must be worn while attending to the child. The gloves must be disposed of in the trash, and hands washed afterward.
- c) In the case of a life-threatening emergency, contact 911 then notify other appropriate staff.
- d) Fill out the appropriate incident report in the office.
- e) FYI: All staff members are trained in CPR and emergency first aid. The staff in the office can wash minor cuts and scrapes, apply ice, Band-Aids, or in the case of a bug bite or sting, apply a paste of baking soda. Parents are contacted immediately when a student hits/injures his or her head.

2. Emergency Protocols

- a) Identify the available exits in the area you will be volunteering.
- b) Locate and review the evacuation plan posted by the classroom door.
- c) In the case of an evacuation, follow the staff member's lead, guiding children to the designated area quickly and quietly. Do not allow students to gather their belongings or delay exiting in any way. If you are working separate from the rest of the class with one or more students, once outside, rejoin the full class and report to the teacher.
- d) In the case of a Lockout event, students move inside the classroom, the exterior doors are locked, and no one enters or leaves except emergency personnel or administration. Teaching and classroom activities continue.
- e) In the case of a Lockdown event, students move inside the classroom, exterior doors are locked, lights are turned out, and students are moved away from the windows and remain quiet.

3. Open Door Policy

When meeting with children, **always** stay visible to at least one other adult and leave the door open if the situation makes that possible.

4. Never Meet a Student off Campus.

Contact with students for school purposes should be restricted to the Our Savior campus. This does not apply to school-sponsored chaperoning of field trips or school activities.

5. Be Aware of Your Contact with Students

- a) Our Savior does not allow corporal punishment by anyone.
- b) Students thrive on positive feedback. At times, physical signs of affirmation such as high fives, fist bumps, and even a hug may be appropriate, but these affirmations should be public, not private.

Background Checks

1. All volunteers who may be alone with students while driving, chaperoning, or mentoring are subject to a background check performed by an outside service of our choice (i.e. ProtectMyMinistry) or must provide the results of a similar background check from an organization like Broward County Schools.

Signing In / Promptness / Absences

1. All volunteers must **report to the school office** to sign in. A badge will be provided which should be worn at all times and returned to the office when you sign out.
2. **Your promptness** is both appreciated and expected. Even though no pay is exchanged, we are counting on you to be present at the agreed upon time. If you are delayed, please contact the school office.
3. Volunteers must be in **good health**. If you are not well, we ask that you stay at home and take care of your health needs first.
4. Please **contact the school office** as soon as you know you will be absent.

School Phone -- 954-370-2161 / School Email --school@oursaviorplantation.org

Attire of Volunteers

1. **Dress comfortably and modestly for the activity** in which you will be participating, avoiding inappropriate or suggestive clothing.

Responsibilities of Volunteers

1. Supervision

- a) Volunteers always work under the direction of a teacher or other members of the school staff and should report inappropriate student behavior to the supervising teacher or staff member. The relationship between the volunteer and the teacher is a professional one -- one of mutual respect and confidence.
- b) Please direct questions, suggestions, or concerns that pertain to the entire program to the principal.

2. Communication / Confidentiality

- a) Any matter of concern, whether it is academic or behavioral, should be communicated to the supervising teacher or staff member.
- b) Differences of opinion or dissatisfaction should be expressed respectfully and not in the presence of students.
- c) As a volunteer, you may see or hear about things that are private, such as a student's grades or behavior. Please remember student records are protected by the federal Family Educational Rights and Privacy Act (FERPA) as well as by Florida statute. Information concerning a student **should always be addressed by the school's professional staff**. In the same way, volunteers are asked to refrain from discussing student information or school situations with anyone, in any form (verbal, written, or electronic.)

Behavior of Volunteers -- We are grateful that our students will see additional adults modeling and affirming the Christian qualities that we teach and reinforce: kindness, purity, patience, and self-control to name a few. To be clear, we expect our volunteers to abide by the following standards:

1. **Christian behavior** is expected from all adults.
2. **No profanity or harsh language** is permitted.
3. **Smoking is prohibited** on all campus property any time students are on campus.
4. Any adult who comes on campus while intoxicated or under the influence of drugs will be **escorted off campus**. Such behavior would be grounds for immediate and permanent removal from the volunteer role.

Additional Guidelines for Field Trip Chaperones -- Volunteers who wish to chaperone students on field trips should read the additional guidelines which follow on the next two pages. After reading the additional guidelines, the Return Acknowledgment Section should be signed, dated, and returned to your child's teacher or the office at least one day prior to a field trip.

Thank you for **being a role model** in your appearance,
your actions, and your speech and for
realizing that helping a child feel safe, cared for, and valued
often **opens the door to learning!!**

Guidelines for Field Trip Chaperones

Thank you for your willingness to chaperone an Our Savior Lutheran field trip. Because of your assistance, our students will experience education beyond the walls of our classroom. Because of your involvement, they will have an opportunity to practice together in public many of the Christian qualities that Our Savior Lutheran School affirms: kindness, patience, purity, honesty, and self control. Thank you for taking the time to serve as a caring adult and thoughtful role model to our students.

To ensure the safety of our students and to convey the importance of your role, the following guidelines must be read and agreed to before the trip.

- Chaperones must be approved volunteers who have successfully completed the background check process and on-line child safety training.

Responsibilities

- Chaperones shall respect the authority of the supervising teacher(s).
 - Chaperones shall abide by the field trip schedule and follow all teacher directives. Chaperones shall not make any changes to the planned itinerary without the prior approval of a teacher.
- Chaperones shall actively supervise and keep an accurate check on students assigned to them.
 - The level of supervision of students while on a field trip is no less than the level of supervision required when students are on campus.
- Overnight chaperones assume a 24-hour a day responsibility for students from the time they leave until the time they return.
 - Overnight chaperones shall not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.
- Chaperones shall immediately report to a teacher if a student is not feeling well.
- Chaperones are expected to support and encourage courteous and responsible student behavior and to be familiar with the acceptable student conduct outlined in the Family Handbook.
 - Any suspected violation of the school conduct code must be reported to a teacher immediately.

Conduct

- Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- Smoking in the presence of students is not allowed.
- Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined as being dressed from the neck/shoulder area to mid-thigh.
- Chaperones are expected to model speech and attitudes that reflect our Christian standards.
- Chaperones will focus on and make every effort to relate to the students in their group, refraining from the use of electronics for music, reading, or entertainment, and from personal calls, except when absolutely necessary.

Additional Information

- All teachers and staff participating in an Our Savior Lutheran field trip must abide by the same guidelines as volunteers.
- Supervising teachers will be available to chaperones by phone or in person at all times during the field trip.
- Chaperones are not permitted to bring siblings of participating students or other persons on a field trip.
- No one is allowed to join the field trip at its destination unless previously approved for the field trip as a student participant or a chaperone.

Transportation

Volunteers transporting students to any school-related activity must meet the following requirements:

- Hold a valid driver's license.
- Have no DUIs in the last 5 years and no more than one moving violation in the last year.
- Hold adequate insurance, including minimum liability coverage as required by the State Motor Vehicle Code for all passengers.
- Be at least 21 years of age.
- Agree to require all passengers to use a seat belt.
- Agree to not allow siblings on field trips.
- Agree to comply with all traffic laws.
- Agree to receive no reimbursement of expense.