

ST. PAUL LUTHERAN CHURCH & SCHOOL – BAY CITY

VOLUNTEER HANDBOOK FOR SUSTAINED OR REGULARLY SCHEDULED VOLUNTEERS

**PLEASE READ THIS HANDBOOK CAREFULLY PRIOR TO VOLUNTEERING.
PLEASE ALSO SIGN AND DATE THE LAST PAGE AND RETURN TO THE SCHOOL
OFFICE.**

ST. PAUL LUTHERAN CHURCH & SCHOOL PARENT VOLUNTEER GUIDELINES FOR SUSTAINED OR REGULARLY SCHEDULED VOLUNTEERS

Volunteers are dedicated persons who enhance the learning of students by assisting in a variety of ways.

These guidelines are designed to be helpful for all volunteers and especially for those who have a **sustained or regularly scheduled** contact with students. They are intended to make volunteering a valuable experience for the students and for the volunteer.

We ask that each volunteer:

1. Address each student by name
2. Use positive reinforcement and praise students as much as possible, for even the smallest success.
3. Remember that class work, students' actions and student progress is **CONFIDENTIAL** at all times, and is kept between the teacher and the volunteer.
 - a. Volunteers should **NOT** discuss a child's apparent behavior problems or academic needs with the child's parent – and certainly not with other parents.
 - b. Volunteers who have concerns about what they've observed should discuss their concern with the teacher or principal **ONLY**.
4. Minimize conversation with other adults during volunteer time.
5. Encourage your own child to stay with his/her class and not to expect special treatment for this short period of time.
6. Limit conversations with your child during those volunteer times.
7. Do not bring siblings or other children with you during these times.
8. Be flexible! Use your initiative when adjustments are necessary. Do not be afraid to admit mistakes; no one is perfect, and students and staff appreciate the honesty. Please see these are also learning opportunities.

Attire:

1. Avoid inappropriate or suggestive clothing.
2. Dress for the activity in which you will be participating.

Background Checks: (regular volunteers, not one time)

1. **ALL** volunteers with regular contact with students are subject to background checks.
 - a. I-Chats will be obtained for each individual having continual contact with any student.
 - b. By signing the attached form you are authorizing St. Paul to run an I-Chat background check with the State of Michigan.
 - c. Without this authorization continual volunteering here at St. Paul will not be allowed.

Behavior of Volunteer:

1. Christian behavior is expected from ALL adults.
2. Coming to school while intoxicated or under the influence of drugs is grounds for dismissal and will **NOT** be tolerated. You will **NOT** be allowed to be a volunteer again if this occurs.
3. No profanity or harsh language is permitted.
4. Outward expressions of un-Christian life-style will be addressed by the person in charge.
5. Ridicule of others, especially of children or staff members, is not allowed.

Dealing with inappropriate student behavior:

1. Volunteers are **NOT** responsible for administering any disciplinary measures. The volunteer should instead report behavior problems to the teacher and/or principal.
2. Never physically discipline a child.
3. Report inappropriate child behavior to the child's teacher and/or the principal.
4. Seek the advice of the teacher if inappropriate behavior persists.

Promptness/Reporting Absences:

1. We are counting on you to be present at the agreed upon time. Your promptness is expected and a good example for the children.
2. Contact the school office as soon as you know you will absent. (the sooner, the better)
3. Sign-In and Out at the School office each time you are coming to volunteer.
4. Always wear a Name Tag so that other students/staff know who you are.

Student Safety: **Student safety is a paramount concern at St. Paul Lutheran School.**

1. Injuries:
 - a. Contact 911 and then notify other appropriate staff in a life-threatening situation.
 - b. Report all injuries to the appropriate teacher of that child and/or the Principal.
 - c. Fill out the appropriate written incident report.
2. Open Door Policy:
 - a. When meeting with children, always stay visible to at least one other adult and keep the door to the room open unless hallway noise makes it too difficult.
 - b. If meeting one-on-one with a student, always make sure a Teacher is aware of where you are meeting and why.
3. Never meet a student off campus:
 - a. For a variety of reasons, contact with students for school purposes should only happen at St. Paul's campus.
4. No inappropriate touching:
 - a. Corporal punishment is not permitted.
 - b. As relationships are built with students, a hug or similar gesture may be appropriate, but always make sure it is done within sight of another adult.
 - c. If any contact makes the student uncomfortable it is to be stopped immediately and a teacher and/or the Principal is to be made aware.

Prohibited Substances:

St. Paul Lutheran School is dedicated to providing its students, staff and visitors with a safe and healthy environment to learn, work and play. All staff, students, and visitors to St. Paul Lutheran School shall not possess, transmit, conceal, consume, show evidence of having consumed, used, or offered for sale any tobacco*, alcoholic beverages, illegal drugs, non-prescription drugs, look-alike drugs, or mind altering substances, the possession of which is prohibited by law and by the St. Paul Board of Education.

This policy applies to the school building, school outdoor property, and at school sponsored events on or off campus.

Adults assumed to be in violation of this policy will be asked to leave school property or school event. Disciplinary action by the administration will take place for any staff or student assumed to be in violation of this policy.

**Tobacco: This policy applies to the smoking or use of all tobacco products, including but not limited to cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and other electronic nicotine delivery systems.*

We are thankful that God has provided a great number of dedicated volunteers for various school programs! Our programs would not be as good as they are if we didn't have these great volunteers.

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT AND SIGNATURE:



I authorize St. Paul to run an iChat background check with the Michigan State Police as needed. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any volunteer relationship with St. Paul Lutheran School is of an “at will” nature, which means that the volunteer may resign at any time and St. Paul Lutheran School may discharge the volunteer at any time with or without cause. It is further understood that this “at will” relationship may not be changed by any written document, unless such change is specifically acknowledged in writing by an authorized executive of St. Paul Lutheran School.

I understand that false and misleading information given in my application may result in discharge. I understand also that I am required to abide by all rules and regulations of St. Paul Lutheran School.

I have read the duties, description, and guidelines for Volunteers at St. Paul Lutheran School and will carry out the responsibilities to the best of my abilities.

(Signature)

(Date)

(Printed Name (First, Middle Last))

(Date of Birth)

(Maiden Name if Applicable)

(Any other current or previous names that may be on record with the State of Michigan)