

Immanuel Lutheran School Volunteer Handbook



Immanuel School Mission Statement

Immanuel Lutheran School is to partner with parents and Immanuel Lutheran Church in providing a quality education that nurtures life-long learners who are rooted in Christ, built in faith, and growing in love.

Thank you for volunteering. At Immanuel Lutheran School, we believe educating students is the uppermost priority both academically and spiritually. We also know it takes a village to raise a child. Together with our teacher assistants, teachers can always need volunteers to help with students. We appreciate your assistance and look forward to having you at Immanuel Lutheran School.

Board approved (6/24)

NONDISCRIMINATION POLICY

Immanuel Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, athletic and other school administered programs.

DEFINITION OF A VOLUNTEER:

Dependable, loyal, and enthusiastic volunteers increase the overall effectiveness of the school and enhance student achievement, teacher effectiveness, and awareness for the community and congregation about Immanuel Lutheran School. Volunteers are concerned and dedicated people who work under the direction of the principal and teachers and willingly comply with the mission of Immanuel Lutheran School.

VOLUNTEER OPPORTUNITIES

Classroom Aide

1. Provide additional one-on-one or group reinforcement to children when needed.
2. Help with routine procedures to give the teacher more instructional time in the classroom.
3. Help students with missed assignments when requested.
4. Contribute his/her talent to increase student awareness of career opportunities.
5. Bring human resources of the community into the school when possible (for example, demonstrate a special skill or hobby).
6. Provide transportation on field trips.
7. Help prepare classroom materials.
8. Read to/with children.
9. Assist in correcting papers.
10. Supervise groups taking tests.

Extracurricular Activity Leaders

1. Maintain an after-school club.
2. Coach a sport.
3. Serve as a "room parent" and plan the class parties.

Library Assistant

1. Check out/in books.
2. Shelf books.
3. Mend books as needed.
4. Maintain computer cataloging system.

Food Services

1. Assist in preparing and serving a simple breakfast each morning.
2. The lunch room monitor assists children as they eat their lunch.

**There are many volunteer opportunities available at Immanuel Lutheran School that may not be listed above. The principal is available to discuss other volunteer opportunities.*

“just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” Matthew 20:28

VOLUNTEER SCREENING POLICY OF IMMANUEL LUTHERAN SCHOOL

POLICY STATEMENT

All employees and volunteers who work with children at Immanuel Lutheran School must comply with the screening procedures as listed in this volunteer screening policy. This policy includes: establishing a volunteer application; procedures for reporting abuse; signed statements from the applicant stating that the applicant has never been formally accused, found guilty, or entered a guilty plea in a court of law to any form of child abuse or neglect; completed Safe Ministry training, and background checks on the applicant.

PURPOSE

It is the goal of Immanuel Lutheran School to provide:

- 1) A safe, Christian environment for all children involved in any school sponsored program or activity.
- 2) Comfortable working conditions for all employees and volunteers.

OBJECTIVES

- 1) All children be treated with courtesy, respect, and Christian love while attending the programs and activities of Immanuel Lutheran School.
- 2) The activities and programs of Immanuel Lutheran School are conducted in a safe and secure environment and the children are properly supervised while participating in these activities and programs.
- 3) Volunteers and employees who work with children receive appropriate training to properly supervise and conduct the activities and programs and to respond to and report dangerous or inappropriate situations.

VOLUNTEER SCREENING REQUIREMENTS

Immanuel Lutheran School welcomes and encourages involvement from parents, grandparents, community members, businesses, community organizations, and representatives of other educational institutions. In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation is classified into four categories. Depending upon the category, certain processes must be completed by Immanuel Lutheran School prior to volunteering. All volunteers will be screened annually.

“Make sure that nobody pays back wrong for wrong, but always strive to do what is good for each other and for everyone else.” 1 Thessalonians 5:15

CATEGORY A

Volunteers with unrestricted exposure who work with children and may be unsupervised by school staff.

This volunteer likely will have direct and unsupervised interaction with children. Typical examples could include athletic coaches and assistants, classroom aides, and substitute teachers.

Screening requirements:

- Sponsored by an employee of Immanuel.
- Able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete the Safe Ministry Training.
- Submit to a criminal background check via the national criminal & sex offender registry. The background check is paid for by the school.
- Sign in on the school approved "Volunteer/Visitor sign-in sheet" in the office.

CATEGORY B

Volunteers with classroom exposure who work with children and are generally supervised by school staff.

This could include direct contact with supervision. Typical examples could include tutors, classroom assistants, student teachers, and field trip drivers. Conditions typically are classrooms or areas where staff or other adults can observe at most times. These occasionally include short solitary times with children and short durations of obstructed view.

Screening requirements:

- Sponsored by an employee of Immanuel.
- Able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete Safe Ministry Training
- Submit to a criminal background check via the national criminal & sex offender registry. The background check is paid for by the school.
- Sign in on the school approved "Volunteer/Visitor sign-in sheet" in the office.
- Volunteer drivers for field trips must have a current driver's license and provide proof of insurance.

CATEGORY C

Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children.

Typical examples could include non-classroom volunteers such as office help, non-classroom assistance, and organized functions associated with organizations such as PTL.

Screening requirements:

- Sponsored by a school employee.
- Able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Sign in on the school approved "Volunteer/Visitor sign-in sheet" in the main office.

CATEGORY D

Volunteers or guests who enter a school for a one-time visit.

This person has no unsupervised exposure or contact with children. Typical examples could include guest readers, guest speakers, and service personnel.

Screening requirements:

- Sponsored by a school employee.
- Able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).

TRAINING

Volunteer training is the responsibility of the immediate supervisor within the functional area (athletic director, office help and secretary, classroom aide and teacher). It is expected that the duties and responsibilities of the volunteer activity be clearly communicated to the volunteer by the supervisor.

RULES FOR VOLUNTEERS WORKING WITH CHILDREN

General rules which apply to all volunteers working with children include:

- 1) All volunteers must submit to the rules, recommendations, and requests of the immediate supervisor. **Volunteers will be asked to leave if the rules, recommendations, and requests of the immediate supervisor are not followed.**
- 2) Lights are to remain on and door windows are not to be covered. Should lights need to be turned off for video viewing, the immediate supervisor will be present.
- 3) It is **mandatory** to have a second adult in the room when a one on one conversation is needed with a student.
- 4) Topics, vocabulary, and attire should not be used/worn which may convey a negative message to students or parents.
- 5) Adult volunteers will not use alcohol and/or illicit drugs during a scheduled activity. Smoking is not permitted while providing transportation on a field trip.
- 6) Do not have any physical contact with students in ways that would seem intimate, threatening, or frightening. Students should not sit on your lap or be kissed. Under no circumstances should you treat a child roughly. Do not yell at them, intimidate them, threaten them, grab them by their arm firmly, shake them, forcibly sit them in a chair, or strike them. Not only would such occurrences be inappropriate in a Christian atmosphere, but cause of legal action could be argued.

7) Volunteers will always maintain a professional posture in dealing with students.

8) If a volunteer believes that a student is in an unsafe or abusive home, he shall report it to the immediate supervisor.

CONFIDENTIALITY POLICY

Volunteers could be exposed to confidential information concerning student performance, information a child may share about family, and teacher-child interaction. This type of information must be kept confidential, even if the volunteer believes it is a positive bit of information. Any concerns regarding a child's behavior or achievement should only be discussed with the classroom teacher or the principal. Qualified school personnel will make all contact with parents.

Parent Volunteer Application

Immanuel Lutheran School
Jefferson City, MO

Name _____

Address _____

City _____ State _____ Zip _____

Cell # _____ Email _____

What Areas are you Volunteering in (check all that apply):

Field Trip Chaperone Driving for Field Trips Coaching

Helping in the classroom Direct help with students Office Helper

Have you ever participated in, been accused, convicted, or plead guilty or no contest to abuse or any sexual misconduct? Yes No

Have you ever been convicted of, plead guilty or no contest to any criminal offense of any kind? Yes No

Signature _____ Date _____

*All information found during a background check will be kept confidential and only reviewed by those certified to review.

Office use

Category A B C D

Background check Required No Yes Completion Date _____

Ministry Safe Training Required No Yes Completion Date _____