

CHILD OF GOD LUTHERAN CHURCH & SCHOOL



VOLUNTEER HANDBOOK

WELCOME & MISSION/PURPOSE

Thank you to all who volunteer here at Child of God 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.

Child of God asks all volunteers to be responsible, cooperative team members and good decision makers. Most importantly, volunteers should be a Godly role-model for our students using the school's mission statement as a guide:

Child of God Lutheran School provides a quality Christ-centered education for the community to make and equip disciples for Christ Jesus. Furthermore, it is the intent of Child of God to develop Christ-like character and academic excellence in our students that transforms lives and shapes communities.

This handbook contains information to assist you in your volunteer efforts within the ministry. Please read the handbook, complete the attached application (one per person), and return the application to the school office.

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 Child of God Lutheran School!

Who Can Volunteer?

- Parents
- Grandparents
- Family Members
- Retired Persons
- Community Members

Volunteers at Child of God recognize that children are our greatest resource, and are willing to accept supervision as well as responsibility, understand and appreciate the work of the school staff, and serve as mentors and role models for our students. A volunteer is many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, a chaperone for a field trip, and a bridge between our school, church and the community. We cannot buy what volunteers give our school. It is the intent of Child of God to utilize volunteers to enhance our educational programs.

As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible educational experiences for each child in the school. Volunteers also serve as chaperones on school field trips. So that you can be more effective, you may want to better understand your role and how your volunteer assignment relates to our school.

Supervision of Volunteers

School volunteers always work under the direct supervision of the professional staff at the school and only with those teachers who have requested the services of the volunteer. Child of God staff are responsible for the education, safety, and well-being of each student. For this reason, the teacher or school administrator may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.

What Kind of Jobs Do Volunteers Do?

Volunteers:

- Help students improve basic skills through tutoring
- Help students gain successful experiences in learning
- Help motivate students to learn
- Provide special skills and talents
- Provide cultural enrichment activities
- Assist in extra-curricular activities
- Chaperone field trips

Is There Anything Volunteers Shouldn't Do?

The professional staff at the school is responsible for everything that goes on in the building, including student instruction, safety, and discipline. Volunteers supplement and support the system, but VOLUNTEERS MAY NOT:

- Provide curriculum or teaching plans
- Discipline students
- Have access to materials in students' permanent records (psychological records, grades, health history, etc.)
- Evaluate achievement or discuss student progress
- Counsel students
- Be put in a compromising situation

Discipline

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should never discipline students. If students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or school administrator.

Successful Volunteers

- Are good role models
- Are dependable and punctual
- Dress appropriately for classroom or field trips
- Respect the student's and staff's confidentiality
- Refrain from giving advice when it is not invited
- Communicate with their teachers
- Accept constructive criticism with a positive attitude

Hints for Working with Students

- Be yourself. Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.
- Always be consistent with specific rules and practices maintained by the staff of the school. Also, be familiar with school and classroom rules.
- Maintain your position of responsibility and authority at all times. Do not let friendships interfere with your role as a school volunteer.
- Learn teacher and student names.

- Be aware of and sensitive to the unique gifts and needs of individual students. This is critical at all age levels.
- Encourage and praise students for their efforts.

For Your Safety

- Each volunteer must sign in and out of the school office.
 - o For security reasons and in case of emergency, it is important for school administrators to know who is in the building and why.
- Become familiar with the rules and policies of the school.
 - o It is a good idea to read and understand the school's handbook. Ask your supervising teacher to explain the school's policy for fire drills, tornado drills, and other emergency procedures.
- Firearms are not allowed on school grounds.
- No smoking at school facilities or on school grounds. We also request that you do not smoke while supervising students on field trips.

REQUIRED SERVICE HOURS

[see Parent/Student Handbook] Child of God 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, parents are required to complete 20 hours of service time during the school year (10 hours for half day or 2 or less full day enrollment PDO, pre-school/pre-k families). Service hours can take many forms, the key being providing a helpful service which ultimately benefits the overall school community. Some examples of approved service events include:

- Fun Run (fall)
- Book Fair (fall & spring)
- Thanksgiving Feast (fall)
- Daddy Daughter Dance (winter)
- Spring Clean (spring)
- Auction (spring)
- Walk with Jesus (spring)
- Teacher Appreciate Week (spring)
- Field Day (spring)
- Graduation (spring)
- VBS (summer)
- Coaching/Asst. Coaching (year round)
- Field trips (year round)
- Laundry (year round)
- Classroom Lunch helper (year round)
- Classroom Recess helper (year round)
- Classroom help for teacher (year round)
- Welcome table/door monitor at athletic games (fall and winter)
- Other PFG fellowship or fundraising events

Parents are encouraged to step forward and show where they can and desire to be involved. Service hour opportunities will be posted on Sycamore.

*Parents are responsible for recording their service hours on the appropriate log (available via Sycamore) ***within 10 days of their service.***

A fee of \$10 per hour will be assessed for each hour not served and the assessment will appear in May's tuition bill.

VOLUNTEER QUALIFICATIONS

- Persons who wish to serve as volunteers must be approved by the area supervisor before beginning volunteer duties. All volunteers must have a completed volunteer application form and a signed confidentiality statement on file in the

school office prior to beginning volunteer duties. All volunteers must submit to a criminal records check. Volunteer application forms will remain valid for three years. Following each three-year period, a new volunteer application form and a signed confidentiality statement must be submitted and another criminal records check will be processed. Completed applications and the results of the criminal records check are kept in a secured location in the Business Office.

- Any volunteer who will be working with students must pay for and successfully pass background check.
- Any volunteer who will be driving students must be a licensed driver, properly insured, in a car with working seatbelts with a current background check on file.

Any volunteer who will be working with children (without the assistance of a COGLS staff member) must successfully pass the following trainings:

- Ministry Safe
- Blood borne Pathogens
- COGLS Emergency Procedures (Fire, Tornado, Active Assailant)

VOLUNTEER PROCEDURES

- Please park in appropriate parking spaces. Do not park in the front circle fire lane or designated visitor parking spots.
- Sign in and out of the building with the school office. Always wear a visitor pass/name tag 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 Child of God 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 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.
- Child of God prohibits the use or possession of illegal substances, alcohol, tobacco and firearms/weapons at all times when on the premises, while conducting Child of God business or using Child of God equipment.

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 the 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 fieldtrips.

FIELD TRIPS

- Chaperones will be required to complete and pay for a background check before participating on the field trip. (must be submitted yearly along with associated fee)
- 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. The purpose of chaperoning is to assist in the supervision of an assigned group of Child of God students. Siblings can distract from this important responsibility.
- 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 (copy of driver's license & insurance card) must be on file in the school office. In the event of an automobile accident, chaperone's personal insurance would be in effect. Child of God 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.

CLASSROOM VOLUNTEERS

- Volunteers who will be in the building while students are present must submit to a background check as per the Board of

Christian Day School policy prior to performing the volunteer work. Documentation to complete the background check is available through the school office. Volunteers are responsible for the cost of the background check. A new background check must be submitted annually along with associated fee.

Classroom volunteers may not bring younger/older children (siblings) along to the classroom. The purpose of volunteering in the classroom is to assist in the supervision of an assigned group of Child of God students during the volunteer service. Siblings can distract from this important responsibility.

BOOSTER CLUB

Parents of student athletes are asked to serve twice during the sport season. This could include working the book, lines or clock. A \$25.00 booster deposit is collected at the start of the season and returned at the end of the season after the requirements are met. Service hours will also be applied.

TEAM PARENTS

The Booster Club will solicit volunteers for the position of Team Parent for each sport (generally two parents per team). A summary of Team Parents' responsibilities are as follows:

- Assign parent volunteers as scorekeepers and timekeepers (run clock) for all home games.
- Call/email concession stand workers to remind them of their upcoming shift
- Collect monies from parents and purchase appropriate season end gifts
- Assist with the end of season awards ceremony with the coaching staff

EXPECTATION OF COACHES

[see Athletic Handbook for more details]

1. Complete and submit a background check to the school office OR the Athletic Director.
2. Conduct yourself in a Christian manner as a representative of Jesus Christ and Child of God Lutheran School on the court/field, off the court/field, and in the community. Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards. Be no party to the use of profanity or obscene language, or improper actions.
3. Set the example for student-athletes by attending church on a regular basis and upholding Christian values on and off of the court/field.
4. Have the student-athlete's best interest in mind at all times.
5. Strive to have all student-athletes play in various situations.
6. Teach skills to all participants equally and give fair consideration to all players.
7. Encourage players at every opportunity. Coach up!! Treat these young people how you would want your son or daughter to be treated, or better yet, how you would like to be treated.
8. Know the rules of the sport you are coaching and be able to interpret them correctly. Abide by and teach the rules of the game in both letter and spirit.

9. Keep competition in perspective. Realize when your team is over-matched and stress to the players to still try their best. Make sure student-athletes do everything in their power not to embarrass other teams by running up the score. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the parents, media, etc.
10. Arrive on time and dismiss practices on time according to the practice schedule.
11. Stay with students until they have been picked up or delivered to after school care. Coaches are never to leave their athletes alone in the gym or practice field, unless in an emergency. Players are not to play with balls or horse around while waiting outside the gyms for their practice.
12. Be at practice and games on time and lead by example. Set up needed equipment. Check the locker rooms prior to and after the players use them. Remain until all team members have departed unless prior arrangements have been made. Remain until the building is empty of all students.
13. Make sure all equipment and supplies are put away, gym and locker room cleaned and lights turned off, and building is secured at the end of practice and home games.
14. Read and agree to follow all policies in the Child of God Athletic League Handbook.
15. Communicate weekly with the athletic director and/or principal, alerting the athletic director to possible problems.
16. Set a good example for players and spectators to follow. Refrain from arguments in front of players and spectators; no gestures which indicate an official or opposing coach does not know what he or she is doing or talking about; no throwing of objects in disgust. Shake hands with the opposing coaches and officials before and after the contest in full view of the public.
17. Officials shall be treated with all possible courtesy. If one fails to get the job done properly we can serve our purposes best by not rehiring him or her in the future. Coaches should make notes of any officials that should not be re-hired by COGLS and submit their name(s) to the Athletic Director
18. Set up a face-to-face meeting with your parents and go over team policies and procedures
19. Coaches should dress in a professional manner for all their events. Remember we are representing COGLS how we dress, act, and treat our players, opposing coaches, their players, and the officials. For many people, this will be their only exposure to COGLS. First impressions are lasting impressions.
20. Siblings of players or coaches should not be at the practices without their parent. Reports are often received in regards to children running about the buildings unsupervised during practices and games. Please make sure children are supervised at all times.

21. Adhere to the social media guidelines as posted in the Parent/Student handbook.

In closing, Child of God 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 COGLS staff to review these and any other guidelines with the volunteer.

1. Volunteers are to become familiar with COG's 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 the volunteer and staff. It does not reflect every circumstance

where volunteers serve and may be changed as appropriate by Pastor, Principal, or Mission Board [section 900 from the Personnel Policy Handbook].

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.

CONFIDENTIALITY STATEMENT

As you work with the staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships, and confidences of students, parents, and staff should never be discussed with anyone who does not have a professional right to know. Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. The staff and students need to know they can trust you. Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Keep this confidential, too. If you feel that it is vital for the school to have this information in order to help the student, privately discuss the child's conversation with the teacher or school administrator.

CONFIDENTIALITY: I understand that any information concerning any teachers or students is to remain confidential and is not to be discussed outside of the school. I understand that if there is a problem, I need to discuss it with my assigned supervisor or the school administrator.

Signature: _____

Date: _____

Volunteer Applications remain valid for three (3) years. Following each three-year period, a new volunteer application form and a signed confidentiality statement must be submitted and another criminal records check will be processed. Completed applications and the results of the criminal

records check are kept in a secured location in the Business Office.