



# MESSIAH

LUTHERAN SCHOOL

## Volunteer Handbook

Thank you for your willingness to serve as a volunteer at Messiah! Providing a quality Christian education requires a successful partnership between teachers, administrators, and parents. Parents and other adults are encouraged to serve voluntarily on a regular or part time basis to assist with various school programs. The following guidelines and procedures are intended to provide volunteers with the knowledge they need to provide a safe and positive experience for our children.

### ***Guiding Principles for Messiah Lutheran School***

**Our Mission: (overall purpose) John 14:9, 2 Corinthians 6:16, Philippians 1:21, Romans 3:22-26**

Living to discover and share the love of Jesus Christ through a quality Christian education.

**Our Vision: (overall description) Proverbs 1:5, Romans 15:13**

**Love:** Develop a vibrant loving relationship with Jesus Christ that is grounded in the truth of His Gospel, and encompasses love for all people

**Learn:** Experience an excellent education in a loving Christian community

**Live:** Make a difference in the world of Jesus Christ.

- Do things that matter to God!
- Be generous with time, talent and treasures
- Be the next generation of leaders to reshape the world of Christ

## **Our Goals: (general purpose) Ephesians 4:25**

We believe that Messiah Lutheran School, working together with the family and the church, has a special role to play in carrying out our educational mission as we meet:

- A child's Spiritual Development needs
- A child's Intellectual Development needs
- A child's Emotional and Social Development needs
- A child's Physical Development needs

## **Code of Conduct: (how we will function)**

- Be innovative, creative and encourage these things in others.
- Be professional in dress, manner, and presentation.
- Think in the mindset of those whom we serve.
- Smile! Be positive! By God's spirit, we control our emotions, others do not.
- Support your team!
- Support the mission of Messiah Lutheran Church; speaking highly of the ministry opportunities that are provided.
- Follow through on promises.
- Communicate, Communicate, Communicate!

## Volunteer Guidelines and Procedures

*All Volunteers are required to sign in and out in the school office, and must prominently display a “Volunteer” badge or sticker at all times while in the building*

### Child Protection Policies

- Adults who have been convicted of either child sexual or physical abuse will not be allowed to volunteer service in any school-sponsored activity or program for students.
- Volunteers working with students are subject to a background check before working with the students and every 3 years subsequently. The school covers the cost of the background checks. Field trip drivers must also submit a current driver’s license and proof of insurance to the school office.
- Messiah has adopted the “Two-Adult Rule” for volunteers described below.
  - **Two-Adult Rule** –whenever possible, two or more adults should be present during any volunteer activity to avoid having one adult alone with students. Exceptions may be made and should be handled as described below.
    - Use an open door policy. Open door policy is defined as the door to the room where the students are meeting will be left open unless the room or door has a window. Activities in public spaces such as hallways or The Commons are also appropriate.
    - Notify appropriate school staff in advance of such a meeting.
    - Field trip drivers may drive children to and from field trips without another adult present; however, more than one child should be in the car unless a parent is transporting his/her own child.
- Volunteers who have legitimate reasons to meet alone with a student on a regular basis (e.g. tutoring) should obtain the consent of

the child's parent or legal guardian before spending time with the student in an unsupervised situation.

- No inappropriate touching: As relationships are built with students, a hug or similar gesture may be appropriate, but always make sure it is done within sight of other adults.
- Any inappropriate conduct or relationship between an adult and a student should be reported immediately to the school administrator

All applicants for volunteer positions will be required to submit to a background check through the Missouri State Highway Patrol and/or Protect My Ministry Inc.

Satisfactory screening may be defined as provided below, but is not considered an inclusive list.

- No known history of abuse or molestation of children.
- Favorable background check results
- Previous experience working with children.
- A demonstrated ability to learn and understand the position.

Copies of all applications with references, screening forms, and screening results will be maintained as confidential and will meet all applicable regulations.

## **Injuries**

- Report all injuries as soon as possible to the appropriate teacher.
- Administer first aid if needed and you are qualified to do so.
- Contact 911 and then notify other appropriate staff in a life-threatening situation. The majority of the school staff is trained in CPR and the use of an AED if necessary.
- Fill out the appropriate written incident report with the assistance of a staff member.

## Field Trips

Field Trips are an integral part of our educational program. They provide a hands-on learning opportunity for our students and an occasion to see firsthand the marvels of God's creation.

Children less than four years old, regardless of weight, are to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are to be secured in a child passenger restraint system appropriate for the child. Children ages 4-7 who weigh at least 40 pounds but less than 80 pounds, and are shorter than 4'9" tall must be secured in a child passenger restraint system or booster seat appropriate for that child. Children who are 8 years old or at least 80 pounds or taller than 4'9" shall be secured by a vehicle safety belt or booster seat appropriate for that child.

Field trips also lend themselves to special transportation and supervision responsibilities. In order to provide a safe environment, the following guidelines will be used:

- † Permission slips for the students must be on file for each field trip.
- † Drivers must have a copy of their driver's license and proof of insurance on file in the school office.
- † Children are to wear seatbelts at all times while in a vehicle.
- † Depending on the activity planned, there may be a limited number of adult chaperones/drivers permitted to attend. (Many indoor activities set a recommended ratio of adults to children.)
- † When a maximum number of chaperones are set, the teacher will communicate the need for drivers/chaperones. So that all parents/guardians have the opportunity to drive/chaperone, first-time parents/guardians, will be given this responsibility before someone attends a second time.
- † There may be some field trips that do not warrant a maximum number of chaperones and everyone that is able may be given the responsibility of chaperoning.

† Parents are not to provide snacks before, during, or after the field trip; make purchases for students during the field trip; or make additional stops without prior arrangements by the teacher.

† Parents who are driving and/or chaperoning are not to bring other children along.

### **Promptness/reporting absences**

- Even though no pay is exchanged, we are counting on you to be present at the agreed upon time. Your promptness is expected and sets a good example for the children. For some volunteer positions, you may receive a reminder from the school office or your child's teacher.
- Contact the school office or the appropriate teacher as soon as you know you will be absent so that a replacement can be arranged.
- Please remember to sign in at the school office each time you report for duty, and sign out when you are leaving.

### **Attire**

- Avoid inappropriate or suggestive clothing.
- Dress for the activity in which you will be participating.
- Please note that school lunch volunteers must wear a hat or hairnet, and long hair must be pulled back.

### **Behavior of volunteers**

Christian behavior should be modeled for the students at all times as listed in the Code of Conduct on Page 2 of this handbook.

### **Dealing with inappropriate student behavior**

- Other than verbal requests, disciplining students will be the responsibility of the classroom teacher.
- Report inappropriate child behavior to the child's teacher.

## **Training**

An annual volunteer training and orientation will be held near the beginning of the school year to include:

- Comprehensive review of this handbook
- Overview and instructions for background check forms
- Volunteer opportunities

All new volunteers should attend this meeting. If attending this meeting is not feasible, please contact the school office to schedule a training session at another time.

*School Office Volunteers:* The school administrative assistant will give training on the proper use of the various machines in the office. Direct any problems or questions to the administrative assistant.

*Classroom Volunteers:* The classroom teacher will provide either verbal or written instructions for classroom activities.

*Coaching Volunteers:* The head coach or the Athletic Director will provide direction as necessary.

*Field Trip Drivers and Chaperones:* The teacher(s) leading the field trip will provide directions to the field trip destination and will provide written or verbal instructions for field trip activities.