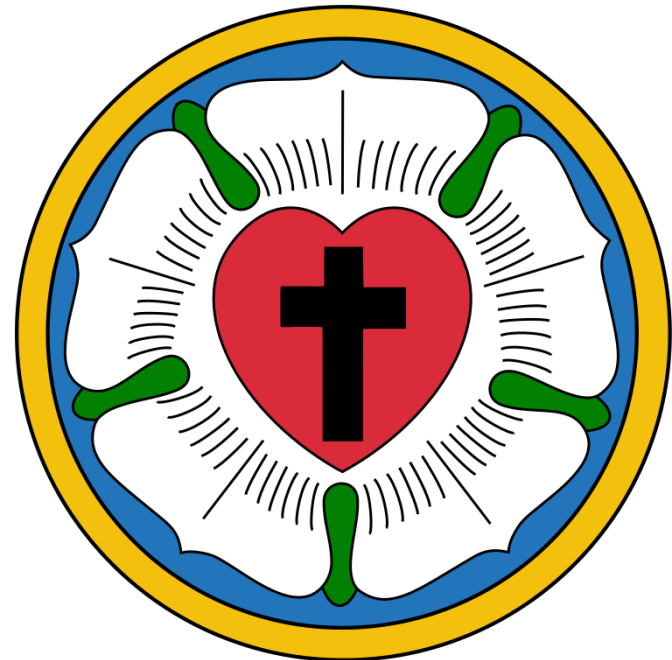


Zion Lutheran School 2017/18 Volunteer Handbook

Please read this handbook carefully prior to volunteering.
Thank you.

IT'S STILL ALL ABOUT JESUS



*“Jesus Christ is the same yesterday
and today and forever.”*

Hebrews 13:8 ESV

♥ The mission of Zion Lutheran is to better know
and show Christ's love. ♥

Zion Lutheran Church & School

1557 W. Seidlers Road

Auburn, MI 48611

Phone: 989-662-4264

Fax: 989-662-7052

Email: office@zionbeaver.com

Website: www.zionbeaver.com

School Administrator Office Hours

Monday 7:45am-3:00pm

Tuesday 7:45am-3:00pm

Wednesday 7:45am-3:00pm

Thursday 7:45am-12:00pm

Friday 7:45am-12:00pm

You may call the office to schedule an appointment
outside of office hours if needed.

Worship

Saturday 7:00pm

Sunday 9:00am

The 3rd Wednesday of the Month 7:00pm

Sunday School/Bible Class 10:15 am

6. All drivers **MUST** follow all traffic regulations including the speed limit while Zion students are in their vehicle. If it is noted that this was violated, you will forfeit being able to drive for future trips.

FAILURE TO SECURE NEEDED DRIVER/CHAPERONES
WILL RESULT IN CANCELLATION OF THE FIELD TRIP.

Volunteer Expectations

- Call each student by name.
- When assisting students, praise students and use positive reinforcement as much as possible, for even the smallest success.
- Volunteers can teach appropriate behavior by example; they show by demonstration the appropriate way of conduct in the classroom and outdoors, proper handling of school materials and supplies, courtesy and manners. By being polite to others, they can help students learn good manners and develop acceptable behavior characteristics.
- 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.
- The teacher and school administrator are to handle all discipline problems.

THE STAFF OF ZION LUTHERAN SCHOOL SINCERELY
THANK ALL OF ITS VOLUNTEERS! MANY OF THE
PROJECTS WE DO COULD NOT BE ACCOMPLISHED
WITHOUT THE SUPPORT AND ASSISTANCE OF SO
MANY VOLUNTEERS.
THANK YOU!!!

Parent Participation Guidelines

Volunteers are dedicated persons and they help the school serve the students. Volunteers enhance the learning of students by assisting in a variety of ways.

These guidelines are designed to be helpful for volunteers who have sustained contact with students. They are intended to make volunteering a valuable experience for the students and for the volunteer. 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.

- A volunteer is dependable and prompt and remembers that class work, students' actions and student progress is **CONFIDENTIAL** at all times, and is kept between the teacher and the volunteer. Volunteers should not discuss a child's apparent behavior problems or academic needs with the child's parents— and certainly not with other parents. Volunteers who have concerns about what they've observed should discuss their concern with the teacher.
- Depending on the event, minimize conversation with other adults during volunteer time.
- Encourage your own child to stay with his/her class and not to expect special treatment for this short period of time. Encourage him/her not to have conversations with you during these times. We also ask you not to bring siblings or other children with you during these times, unless noted differently from school staff.
- Discipline is under the direction of the trained professional staff. Volunteers are not responsible for administering any disciplinary measures. The volunteer should instead report behavior problems to the teacher.

Student Safety: Student safety is a paramount concern at Zion Lutheran School.

1. Injuries:
 - a. Report all injuries to the appropriate teacher of that

- child.
 - b. Administer first aid if needed.
 - c. Contact 911 and then notify other appropriate staff in a life-threatening situation.
 - d. 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.
 3. Never meet a student off campus:
 - a. For a variety of reasons, contact with students for school purposes should only happen at Zion's campus.
 4. No inappropriate touching:
 - a. Zion does not allow corporal punishment by anyone.
 - 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.

Field Trip Volunteers

Parent volunteers will have the responsibility helping to maintain the supervision and safety of students on a field trip. Parent volunteers are also expected to set a good example in responsibility and conduct at all times. Only designated volunteers are permitted to participate on the field trip. **No other individuals should attend or meet at the events.**

Background Checks:

1. **All** volunteers are subject to background checks. Obtain appropriate paperwork from the school office.
2. I-Chats will be obtained for each individual having contact with any student.

Promptness/reporting absences:

1. Even though no pay is exchanged, 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 be absent (the sooner, the better).

3. Report to the school office each time you are coming to volunteer.

Attire:

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

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. You will not be allowed to volunteer in that situation.
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 staff members, is not allowed.

Dealing with inappropriate student behavior:

1. You may inform the student that their behavior is inappropriate and needs to stop.
2. Report inappropriate student behavior to student's teacher.
3. Seek the advice of the teacher if inappropriate behavior persists.
4. Never physically discipline a child.

Driving Accountability:

1. All drivers must have proof of insurance and driver's license on file in the school office.
2. All drivers must have signed and returned to the office the "Volunteer/Driver Form".
3. Useable seatbelts for each passenger are required or the student must be in an approved booster seat.
4. Avoid stops to and from destination unless approved by the staff person in charge. This approval should be prior to making the stop.
5. Avoid showing videos during the trip.