



Volunteer Handbook

Welcome!

Thank you for your willingness to serve as a volunteer at Immanuel! 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. To continue to assist our volunteers, this Handbook has been developed to support and protect both our volunteers and children.

By volunteering with Immanuel, you have the responsibility to the church, school and fellow volunteers to adhere to certain rules of behavior and conduct. The purpose is not to restrict your rights, but rather to be certain the learning environment is not compromised.

We ask that any person wishing to volunteer at Immanuel read this handbook and guidelines, or Code of Conduct. We then ask our volunteers to certify the statements at the end of the document and submit the appropriate information. All documentation is confidential. Once completed, a person would be allowed to volunteer at Immanuel under the supervision of a staff member. We thank you and pray blessings on your service to God's people!

God's Peace,

*Christine Nixon
Principal*

Guiding Principles for Immanuel Lutheran School

Our Mission: ILS responds to God's grace through Christ, assists families with whole child development, and prepares children for God's service.

Our Vision: ILS will lead students to seek and know their identity in Christ, develop a continual love of learning, and live fully redeemed lives serving others.

Core Values:

Identity in Christ

- Galatians 2:20 "I have been crucified with Christ and I no longer live, but Christ lives in me. The life I now live in the body, I live by faith in the Son of God, who loved me and gave himself for me."
- We are created by God, forgiven through Christ, and upheld in faith by the Holy Spirit.
- ILS Olivette students and staff rest in their identity in Christ Jesus.

Learn Continually

- 2 Peter 3:18 "But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.
- Isaiah 64:8 "Yet you, Lord, are our Father. We are the clay; you are the potter; we are all the work of your hand."
- We will assist families in educating their children as they develop (spiritually, intellectually, emotionally, socially and physically), while integrating these character traits and skills into all areas of learning and activities.
- Immanuel recognizes each child is a gift of God, wholly unique with God-given talents and spiritual gifts that we can help families and children identify and utilize.

Saved to Serve

- Matthew 28:19-20 "Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age."
- Christ's sacrifice has saved all people from the ravages of sin. By faith, we are His. Yet, this is not the end, but a beginning.
- Immanuel not only teaches a saving faith in Christ, but also prepares students for a life of Christian service-making disciples of all nations.
- ILS is an accredited school serving a culturally diverse population of children from age two through eighth grade.

Volunteer Guidelines/Code of Conduct

Volunteers are dedicated persons who help the school serve the students. They are the hands and feet of Jesus who will treat fellow volunteers, children, staff and others with kindness and respect. They will support and 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 at the school site. They are intended to make volunteering a valuable experience for the students and for the volunteer.

1. **Accountability**-The school administrator is responsible for the daily operation of the school and supervises all staff and volunteers. The classroom teacher is responsible for implementing the educational

program with the students in his/her care. Volunteers assist the teacher and take their direction from the teacher or staff person in charge of the activity.

2. **Two-Adult Rule-** All adult volunteers should observe the “two” adult rule. This requires that our adult volunteers are never alone with children, i.e. another adult should always be present.
3. **Those Who Are Not Allowed to Volunteer-**Adults who have been convicted of either child sexual or physical abuse may not serve as a volunteer in any school-sponsored activity or program for children.
4. **Volunteer Commitment-**If for some reason a volunteer cannot meet his/her commitment, the teacher or supervisor should be informed as soon as possible so the day’s schedule can be adjusted.
5. **Discipline-**Immanuel staff are responsible for discipline and work under guidelines that are maintained for the safety and welfare of all. Please seek assistance from an Immanuel staff member in the event that discipline may be needed.
6. **Fire and Emergency Procedures-**Volunteers should make themselves familiar with the fire and emergency exit routes posted. Volunteers must follow the directions of the staff present in the case of an emergency. If a staff member is not present, emergency procedures can be found in each room on campus. If volunteering off campus, follow the procedures of the venue and stay in contact with the staff person.
7. **Attire-**Avoid inappropriate or suggestive clothing. Dress for the activity in which you will be participating.
8. **Drugs, Alcohol and Firearm Protocols-**Outside members of law enforcement, volunteers are prohibited from possessing any type of firearm, weapon, or explosive on school premises or while on school sponsored field trips. Volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering. Immanuel is a tobacco free campus. Vaping and tobacco products shall not be used on the premises and any sponsored school activities or trips. Volunteers are prohibited from the use, possession, or sale of an illegal controlled substance in any quantity when volunteering.
9. **Siblings-**Younger siblings should not accompany parent volunteers when they are serving. Siblings can be a distraction to youth, staff and other parent volunteers. Special circumstances shall be discussed with your volunteer supervisor.
10. **Confidentiality-** Classroom volunteers sometimes have access to privileged information. They have the opportunity to observe individual students, or interaction among students or between students and teachers, or hear comments made by children. Information of this sort **needs** to be treated as absolutely confidential.

Possible Volunteer Opportunities:

- Tutoring
- Clerical assistance for teachers and office staff
- Library assistance
- Recess supervision

- Athletics
- Lunchroom helpers
- Maintenance & plumbing
- Painting
- PSCE events
- Fundraising
- Field Trips
- Room parents
- Scrip
- Field Day

Please click on the link provided below and fill out the form stating you have read and understand the guidelines and policies listed in this Volunteer Handbook.
Thank you!

<https://forms.gle/WLxkVVttg1WQ4mvV8>

*Some of the materials in this handbook have been adapted from samples of Volunteer Handbooks from other Lutheran schools. We gratefully acknowledge their contribution.