

# VOLUNTEER HANDBOOK



**St. John's Lutheran School**  
**520 Bridge Street**  
**Mayville, Wisconsin 53050**  
**920-387-4310**

Revised July 2022  
Approved by the School Board

# *Reaching, Teaching, Sharing the Gospel!*

Thank you so much for your willingness to share your time and talents with our students! One of the greatest gifts a person can give is his time. Your time and your Christian caring and concern combine to impact our students and our school in significant ways. On behalf of our students, their parents, and our staff, we thank you for your willingness to share your time and talents with us!

This handbook is designed to help you help our students and teachers. Please take time to read through it and then ask any questions you might have. Thank you for taking and making the time to be a part of St. John's Lutheran School.

## **BENEFITS OF VOLUNTEERING AT ST. JOHN'S LUTHERAN SCHOOL TO STUDENTS:**

- Increased achievement
- Increased self-confidence
- Motivation to learn
- Association with positive role models
- Insight into real world expectations

## **TO THE VOLUNTEER:**

- Satisfaction in helping prepare future leaders
- Opportunity to try out new skills
- Be a part of children's lives
- Feel welcome and needed

## **TO THE SCHOOL:**

- More parental/congregation involvement
- Improved student achievement
- More efficient and effective operation

## **POSSIBLE VOLUNTEER OPPORTUNITIES**

- Reading to/listening to student's read
- Workroom Assistant (copies, die cuts, cutting out materials, etc.)
- Athletic coaches and assistants
- Library Assistant
- Hot Lunch Assistance
- Landscape Services
- School Supply Donations
- Art Supply Donations
- School Board Member
- PTL (Parent Teacher League)
- Help Students with Projects
- Tutor Individual Students
- Monthly Classroom Cleaner
- Help Prepare Art Projects
- Assist in Art Room
- Bulletin Boards/taking down, putting up displays

- Grant Writing
- Community Parades, Events, and Floats

## **EXPECTATIONS FROM THE VOLUNTEER PARTNERSHIP**

Some expectations are the same for both teacher and volunteer. Both have the same goal in common: providing the best educational experiences for every child.

### **Shared Expectations:**

- A genuine love of children
- Honest and open communication
- Patience
- Cooperative attitude
- Enthusiasm
- Shows respect and courtesy

### **What volunteers can expect from teachers and staff:**

- Sensitivity to volunteer's time and needs
- Students who are prepared for volunteer
- Acceptance of leadership role
- Relevant information regarding students
- An open mind to volunteer's ideas
- To be kept informed of schedule changes
- Explanation of policies and procedures of the school
- Feedback on progress of students
- Clear directions and essential materials
- Appreciation of volunteer's efforts
- To be regarded in a professional manner

### **What teachers and staff expect from a volunteer:**

- A friendly, pleasant, positive attitude
- Professional attitude and behavior
- Promptness
- Recognition that the teacher is the authority
- Willingness to work with all students
- Creativity and flexibility
- Dependability
- Discretion and trustworthiness with confidential matters
- Sensitivity to needs of children
- To serve as a positive role model
- To provide motivation for students
- To follow instructions and ask questions when necessary
- Dedication to helping students and teachers

## **GUIDELINES FOR VOLUNTEERS**

### **All volunteers should:**

- Should work with teacher or staff member to become familiar with emergency procedures of the school.
- Complete volunteer application and background check forms.
- Sign in at the office using volunteer sign-in sheet.
- Call the school and leave a message for the teacher if unable to attend volunteer assignment.
- Meet with the teacher or school personnel with whom you will volunteer to work out the specific job duties.
- Support teachers and other personnel as volunteer acts only as assistant.
- Keep communication open between you and the teacher.
- Share matters of concern or constructive criticism with the Principal.
- Ask questions!
- Turn the situation over to the teacher should behavior problems develop with a student.
- Avoid expressing dissatisfaction with school or staff publically, on social media or in the presence of students.
- Be patient! Student academic improvement may take time.
- Keep confidential any information about students.
- Unless directly supervised by school personnel, a volunteer must be 18 years of age before the first day of school.

### **VOLUNTEER SERVICE HOURS**

St. John's student families are strongly encouraged to complete 10 general volunteer hours each school year.

#### **Volunteer hours can be counted for:**

- **Committee Meetings** (Event/Recognition planning, School Board, PTL, Booster Club)
- **Assisting teachers in the classroom**
- **End of Year Picnic** (Must be helping, not just observing with student)
- **Fundraising Activities**
- **Health** (hearing and vision screenings)
- **Library Assistance**
- **Lunchroom Help**
- **Tutoring**
- **Preparing Food for School/Teacher Events**
- **Sporting Events**

\*Volunteer hours cannot be counted for working with your own student; attending classroom parties, unless you are coordinating the activities; attending/observing sporting events.

## VOLUNTEERS

*V*aluable is the work you do.  
*O*utstanding is how you always come through.  
*L*oyal, sincere, and full of good cheer.  
*U*ntiring in your efforts throughout the year.  
*N*otable are the contributions you make.  
*T*rustworthy in every project you take.  
*E*ager to reach your every goal.  
*E*ffective in the way you fulfill your role.  
*R*eady with a smile like a shining star,  
*S*pecial and wonderful – that's what you are!

*Author Unknown*

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- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# St John's Lutheran School Code of Conduct

## Administration, Teachers, Staff and Volunteers

School information communications technology and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of technology. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Principal.

**Deliberate access to inappropriate materials by any user will lead to the incident being logged by the administrator, depending on the seriousness of the offence; investigation by administration, immediate suspension, possibly leading to dismissal and involvement of police for very serious offenses**

- I will only use the school's email, network, internet and any related technologies for professional purposes or for uses deemed 'reasonable' by administration.
- I will comply with the network system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role and are done through school provided accounts (stjohnsmayville.com email)
- I will ensure that personal data (such as data and files saved in the server) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not install any hardware or software without seeking permission from the administrator.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of students and/ or staff will only be taken, stored and used for professional and educational purposes that align with school policy and with written consent of the parent, guardian or staff member. Images will not be distributed outside the school network without the permission of the parent/guardian, member of staff or administration.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to administration.
- I will respect copyright property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into jeopardy.
- I will support and promote the school's TechSafe policy and help pupils to be safe and responsible in their use of information, communication and other related technologies.
- CONFIDENTIALITY NOTICE

*Note: This message and attachments are covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, and contain information intended for the specified individual(s) only. This information is confidential. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately by replying to the message and deleting it from your computer. Thank you.*

**User Signature:** I agree to follow this code of conduct and to support the safe use of technology throughout St. John's Lutheran School.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ Job Title \_\_\_\_\_  
(Please Print)

I have read the SJLS Volunteer Handbook and agree to abide by its content including providing the necessary information for the required background check.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security No. \_\_\_\_\_ (May be given verbally)

Previous Address if less than 6 months at current: \_\_\_\_\_