



# **Volunteer Program Handbook**

**for  
Emmanuel Lutheran Christian School**

**Effective July 1, 2007**

Revised July 1, 2016

Emmanuel Lutheran Christian School values the involvement of committed volunteers. However, the protection of our children is of utmost concern. As such, all adult volunteers who have contact with children while in the capacity of a volunteer must successfully pass the screening of a criminal background check prior to volunteer service. Therefore, all potential volunteers must read the following policies, then complete and return page 5, *Volunteer Background Check Authorization*, to the school office prior to any volunteer service.

## **Volunteer Program Policies Emmanuel Lutheran Christian School**

Effective and responsible volunteers are essential to the success of our school. This requires volunteers who have a professional attitude, an interest in education, and a real desire to help students become responsible, productive Christian citizens. The role of the volunteer includes four sections:

- 1. Know and respect the school policies.**
- 2. Work closely with the classroom teacher or school staff.**
- 3. Work well with children.**
- 4. Make a professional commitment.**

### **1. Know and respect the school policies.**

The volunteer must:

- Function in consort with the philosophy and goals of the school as stated in the *School Handbook*, being a positive influence for children.
- Complete a *Volunteer Background Check Authorization Form* and submit it to the school office. No volunteers will be approved to work with children who have a criminal history or insufficient character references.
- Behave in a legally responsible and morally upright manner at all times when you are around children or on the school property.
- Never leave a child unsupervised.
- Never be alone with a child in a location where you cannot be observed by others.
- Never abuse children in any manner, including physical, verbal, sexual and mental forms of abuse. (Violators will be prosecuted.)
- As prescribed by North Carolina state law, be prepared to report any witnessed cases of abuse or neglect to Child Protective Services. (828-250-5900)
- Refrain from appearing on school grounds under the influence of alcohol or illegal drugs.
- Be free of any adverse health conditions that could negatively impact children on campus.
- Understand that discipline is the classroom teacher's responsibility. Volunteers must use positive methods of guidance.
- Respect the privacy of students, faculty, and staff by not discussing school matters away from the school setting. Please share successes, criticisms, or concerns with the Principal.
- Leave the evaluation of a child's learning to the professional staff.
- Volunteer with an interest in supporting and improving the educational programs for all students, not just a means of furthering personal interests.

### **2. Work closely with the classroom teacher or school staff.**

The volunteer must:

- Become familiar with classroom rules and practices.
- Seek help from the teacher when additional information or instruction is needed.
- Share ideas and constructive comments with the teacher.
- Refrain from divulging confidential information.
- Accept constructive criticism and instruction from the teacher.
- Notify the teacher if unable to perform tasks as scheduled.
- Accept all tasks as part of the total ministry to children.

- Follow the lead of the teacher.
- Refer all inquiries from the media or press to the Principal.

### **3. Work well with children.**

The volunteer must:

- Foster good rapport with the students.
- Support and encourage the respect each child feels for the teacher.
- Be truly interested in each child.
- Use patience and kindness.
- Use each child's name, pronouncing it correctly.
- Be fair, honest, and consistent with children.
- Give assistance without doing the work for the student.

### **4. Make a professional commitment.**

The volunteer must:

- Be enthusiastic about what is being taught.
- Look at the volunteer program as a way to learn new skills, make new friends, and improve the school and community.
- Maintain a sense of humor.
- Be ready to share your faith with the children and to model it.
- Be prepared to handle emergency situations.
- Leave personal problems at home.
- Come to school prepared and on time.
- Make a full commitment to being a volunteer.
- Demonstrate high ethical standards.

## **Role of the Teacher with Volunteers**

The teacher who utilizes volunteers is the most important link in the entire volunteer program. It is the teacher, more than anyone else, who determines the success or failure of the endeavor. This role includes the following points:

- Get to know the volunteer so that activities can be planned to take advantage of the special interests, talents and skills of the volunteer.
- Assume responsibility for introducing the volunteer to the school staff and students.
- Explain classroom management procedures.
- Clearly determine the schedule.
- Never place the volunteer alone with a single child in location which cannot be viewed by others.
- Explain the purpose and importance of the tasks so that the volunteer has a clear overview of the big picture.
- Provide information about alternate plans for those times when the regular schedule must be adjusted.
- Permit the volunteer to observe techniques as activities are demonstrated.
- Encourage the volunteer to actively participate in the planning and to feel free to offer suggestions.
- Say “we” instead of “I.”
- Make a game plan of how discipline will be handled.
- Plan clearly-defined activities for the volunteer.
- Give credit where credit is due.
- Look for opportunities to pray and share your faith with the volunteer.
- Express appreciation and encouragement for volunteer efforts.

Volunteers should never be placed in the position of assuming the role of teacher. Avoid delegating the following responsibilities:

- Diagnosing instructional needs
- Consulting with parents
- Evaluating on a formal basis
- Prescribing specific curricular materials
- Providing initial instruction
- Disciplining students
- Communicating with the home

I hereby certify that I have read and do understand the preceding Volunteer Program Handbook and I do hereby agree to the terms and conditions set forth therein.

\_\_\_\_\_  
Name Date

**VOLUNTEER BACKGROUND CHECK AUTHORIZATION**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s): \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Student(s) Name(s): \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize Emmanuel Lutheran Christian School and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Emmanuel Lutheran Christian School or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release Emmanuel Lutheran Christian School, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

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

A background check has been performed on the above-named volunteer, and no material or applicable charges were found against him/her. Therefore, this person is approved to serve as a qualified volunteer for Emmanuel Lutheran Christian School.

Approved by: \_\_\_\_\_  
Name Title Date