

**St. Paul Lutheran School**  
**Volunteer Handbook**  
**2020-2021**



**“Dedicated to Providing a Christ-Centered Education”**

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**“Whatever you do, work at it with all your heart,  
as working for the Lord, not men.” Colossians 3:23**

## **St. Paul Lutheran School Mission Statement**

Our mission is in partnership with parents providing a Christ-centered education that will equip children in preschool through eighth grade to faithfully serve as witnessing Christians and productive citizens.

## **Parent Participation Program (PPP)**

**“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.”**

***-St. Paul Lutheran School Staff Member-***

Following St. Paul Lutheran School’s Mission Statement, “...to partnership with parents in providing a Christ-centered education that will equip children in preschool through eighth grade to faithfully serve as witnessing Christians and productive citizens...” We have developed the Parent Participation Program (PPP).

As a private school we rely on parent volunteers to maintain the quality educational programs that we have at St. Paul Lutheran School. For the past 137 years St. Paul Lutheran School has benefited from this mission. As we move forward into our 138th year of Christian education, we need your help just as much today as we did many years ago. It is for this reason that we developed the Parent Participation Program (PPP).

This program requires families to complete a certain number of hours throughout the school year or pay for the remainder of the hours not completed. Rest assured, if you are a family that volunteers regularly for activities during the school year you will not have a difficult time fulfilling these hours. The program is designed for our families to be successful in partnering with the school. It is our heartfelt desire that you will look upon this program as a blessing. The support of all families is vital to the continued excellence of our school. The Internal Revenue Service values a professional volunteer hour at a rate of \$21.79. Needless to say, your volunteer hours are essential to the budget of St. Paul Lutheran Ministries.

Some examples of volunteer opportunities, but certainly not limited to:

- Athletics
- Classroom Parties
- Fundraising Events Chair and/or Committee Members
- Fair Stand
- Golf Tournament
- Oktoberfest
- Cookie Walk
- Scholastic Book Fair
- Assemblies
- Lutheran Schools Week
- Back to School Pool Party
- Harvest Moon Pumpkin Patch
- D.O.T. Day (Do Other Things Day)
- Family Folders
- Landscaping
- Drivers for School Events
- Box Top Program
- EVLSA Spelling Bee & Math Bee
- Field Day

### **A family's commitment can be met in three ways:**

1. 20 hours of service by July 1st of the current school year for families with full-time students attending St. Paul Lutheran School (summer hours are accepted)
2. 10 hours of service by July 1st of the current school year for families with part time students or students that transfer during the school year attending St. Paul Lutheran School.
3. A combination of volunteer hours and a payment by July 1st of the current school year.

### **Recording of Volunteer Hours:**

- **It is the responsibility of the parent to complete the Volunteer Service Logs available at the event, in the front office of school or by e-mailing hours to Mrs. Morgan Jacobsen (mjacobsen@stpaulwpne.org)**
- Parents must note how many hours were worked and what the task completed was.

### **Other**

- All family members (8th grade graduates or older) may work to receive credit
- Hours will be tallied and communicated with parents throughout the year
- Each volunteer hour = \$20.00
- 2 dozen cookies/bars = 1 volunteer hour
- 2 items for bake sale/fair stand = 1 volunteer hour
- A list of volunteer opportunities will be available at Registration Night and posted in our weekly school newsletter "The Eagle".

**Please Note:** These opportunities may be subject to change as needed. Any questions about hours please contact Mrs. Morgan Jacobsen (mjacobsen@stpaulwpne.org)

## **Volunteer Guidelines & Protocols**

### **A. Student Safety**

Student safety is a paramount concern at St. Paul 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 that too difficult.
3. Never meet a student off campus:

a. For a variety of reasons, contact with students for school purposes should only happen on St. Paul's campus.

4. No inappropriate touching:

a. St. Paul Lutheran School 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 other adults.

## **B. Background checks**

1. All volunteers are subject to background checks.

## **C. 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. Sign in at the school office each time you report for duty.

## **D. Attire:**

1. Avoid inappropriate or suggestive clothing.

2. Dress for the activity in which you will be participating.

## **E. 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.

3. No profanity or harsh language is permitted.

4. Outward expressions of an unchristian life-style will be addressed.

5. Ridicule of others, especially staff members, is not allowed.

## **F. Dealing with inappropriate student behavior.**

1. Never physically discipline a child.

2. Report inappropriate child behavior to the child's teacher.

3. Seek the advice of the teacher if inappropriate behavior persists.

## **G. The principal/Co-head Teachers are your supervisors:**

1. If you have any questions, suggestions, or complaints, please contact the principal.

2. Similarly, the principal will discuss suggestions and complaints with you.

3. In many of our volunteer positions, the classroom teacher or another staff person will have daily direct contact and supervision with the volunteer.