



ST. PAUL LUTHERAN SCHOOL

“Excellence in Christ-centered education for now and eternity.”

VOLUNTEER HANDBOOK
2024-2025

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Welcome and Mission

Welcome to all volunteers here at St. Paul Lutheran Church and School. We thank you for your service and time commitment. With your help, we can further enhance our school and continue to serve the individual needs of our students.

St. Paul encourages all volunteers to be a responsible, cooperative team member and a good decision maker. Most importantly, volunteers should be Godly role-models for our students.

These ideals are reflected in our school's mission to

“Provide excellence in Christ-centered education for now and eternity.”

This handbook is designed to provide you with information that will assist you in your volunteer position. It is our goal that the time you spend here is enjoyable and beneficial for both you and for our school. Thank you again for making a difference in the lives of our students here at St. Paul.

Ways a Volunteer Can Help

- Room Parent
- Clerical Help
- Read with Students
- Assist with School Events
- Bulletin Boards
- Chaperone Field Trips
- Lunch and Recess Supervision
- Classroom Events
- Library Help
- Coaching
- Fundraisers

Volunteer Procedures

- Please park in front of school in the West parking lot
- Sign in and out in the school office. Always wear a visitor pass while school is in session
- Be familiar with the school handbook, school rules, and rules of the classroom you are working in.
- Be honest and open in communication to staff and administration. If you feel a problem persists, please share your concerns with them.
- If there are any problems while you are working with students, defer to the teacher. He/she is in control of classroom procedures and discipline.

- Enjoy your volunteer time.

Volunteer Conduct

- If you are unable to volunteer at your committed time, please notify the office.
- Please be prompt to your appointed task.
- Good manners & common courtesy are expected from you. Please role model & expect the same from the children (i.e. “please,” “thank you,” etc.) to be consistent.
- Always direct other parents’ concerns to the classroom teacher or administrator. It is the school’s responsibility to inform parents on student progress and behavior.
- Please review St. Paul’s Risk Management Policy and follow the “open door” rule.
- St. Paul prohibits the use or possession of illegal substances, alcohol, tobacco, or any drugs that create an altered state at all times when on the premises, while conducting St. Paul business, or using St. Paul equipment. This does not include prescription drugs taken as directed by an individual’s doctor.
- Whatever happens in the classroom stays in the classroom! Please do not discuss any child’s academic performance or behavior with anyone. Incidents that occur should be kept confidential as well. In our small school community, information spreads very quickly and reputations can be damaged easily. Please try to be the missing link in the chain of sharing information about children and teachers.
- Please put your cell phone on vibrate when at school and refrain from phone conversations while working with students or on field trips.
- We ask that all persons be dressed neatly, with attire that is appropriate in appearance. Tattoos and body piercing (other than the ears) must be covered during working hours. Wording and visuals on any clothing must be appropriate for our school. Please consider comfort and modesty as you dress for your day with our children.

Student Safety

Every effort is made to ensure the safety of students. The following policies and procedures are required:

- First Aid should be administered as gently and respectfully as possible. Ask for assistance. All teachers are trained in CPR and first aid.
- All medications must be stored in the office.
- All medications must only be given by the office staff or a parent/guardian.
- Please report any major accidents to a staff member so they may fill out an accident report.
- Supervised children should always be within your sight.

Field Trips Policy

Field trips enhance and complement student learning and allow the teacher to extend the classroom beyond the walls of the St. Paul school building. To ensure the safest learning experience, teachers may enlist use of volunteers to serve as chaperones for our students. Volunteers provide a valuable service, one for which we are very grateful. Field trips that take our students out of the building are school events. Therefore, the following procedures have been established to provide structure, accountability, and to keep our students safe whenever they are not at school.

- Chaperones and students are expected to be Christian representatives of St. Paul Lutheran School.
- Every effort will be made to involve as many different chaperones as possible during the year so that the opportunity exists for all students to have someone “special” accompany them on a class trip.
- The number of chaperones assigned for an event will be determined/limited by the classroom teacher
- Chaperones may not bring younger/older children (siblings) along on a class trip. Siblings can be distracting to students and to you as a volunteer. Make this time special for the school children by giving them your undivided attention.
- Chaperones may be asked to pay their equivalent cost of field trips.
- All students will use the mode of transportation that has been planned by the teacher for the trip unless special arrangements are made with the teacher.
- Chaperones may be required to complete a background check before participating on the field trip.
- Chaperones are required to follow the guidelines as prescribed by the teacher and shall not deviate from their responsibilities or rules for the trip