

Volunteer Handbook



Welcome

Thank you for serving as a volunteer at Hope Lutheran School. The quality of the educational program offered to students at Hope Lutheran School is enhanced by the many hours of volunteer assistance provided by so many people.

The following guidelines are designed to provide you with information to assist you in your volunteer position. It is our goal that the time you spend on campus be enjoyable and beneficial for both you and for our school.

Mission Statement

It is our desire that all school programs and activities are conducted in adherence to the mission of our school. To achieve this desire, it is imperative that all volunteers carry out their responsibilities in a manner consistent with our school mission statement.

Mission of Hope Lutheran School

Hope Lutheran School is committed to providing quality academic instruction, equipping students for lifelong learning, recognizing each child's unique abilities, and nurturing each child in body, mind, and spirit in a community that shares and lives the Christian faith.

Parent Involvement Program (PIP) (See Hope School Handbook for more information)

"PIP," or "Parent Involvement Program" is a program of parent volunteer hours. The Principal and PIP Committee administer this program, which has been a blessing to our school. The purpose of the program is:

- To foster closer identification of all families with the school through parent involvement.
- To capitalize on the values of working together and getting to know each other.
- To tap community, parent, and family resources in order to enrich the school program.
- To support and encourage teachers.
- To provide real assistance to the school coupled with monetary savings.

Every hour of parental assistance allows teachers and administration to stay focused on our mission of providing quality Christian education. Therefore, parents are required to contribute 30 volunteer hours (15 hours for single parent families) per year. Examples of volunteer opportunities are listed at the end of this handbook.

The program runs from June 1st through May 31st of each year to allow for any shortfall of hours to be billed and paid before the end of the school year. Hours must be worked before May 31st to be credited toward the current school year. Hours worked after June 1st will be credited to the following school year. Unfulfilled hours will be billed at \$30 each, based on ½ hour increments.

Volunteer or “PIP” hours:

- May be worked in many ways, including working on fundraisers, helping teachers in the classroom, chaperoning field trips, working in the school office and maintaining the school grounds.
- Are to be submitted in Gradelink. Use your family login credentials to log into GradeLink. Click on Service Hours. Enter your activity and submit. Once submitted, the office needs to approve the submission before they can be counted. Hours should be submitted by the 10th of the following month to receive credit and should be rounded to the nearest ¼ hour.
- May be worked by parents, grandparents or other extended family. Volunteer hours worked by students of Hope may not be counted as PIP hours.
- May not be fulfilled by working on fundraisers that benefit a limited group of students (i.e. Washington D.C. trip, Cheerleading and Dance/Drill fundraisers).
- Will be credited by (1) one hour for each month that a family purchases \$200 or more of Scrip (refer to the PTH Handbook for more information on the Scrip program). There is a twelve (12) hour maximum per family per school year for these credits.
- Are automatically fulfilled in full each year for any person serving on the PTH Board for a complete two-year term in the positions of President, Vice President, Treasurer and Secretary.
- May not be exchanged for tangible goods or donations to the school (as this would negate the purpose of the program).

Volunteer Procedures

- All volunteers that work with students will need to complete a background check. Background check forms are included in the summer mailing, but are also available in the school office.
- Hope does not have any onsite parking available during school hours. You may park on the streets around Hope or in the Hope North parking lot. Between the hours of 9:00 am and 2:00 pm, you may park on 42nd street in front of the school. Cars need to be moved by 2:00 pm to accommodate after-school pick-up.

- Sign in and out of the building at the school office. Volunteers will need to wear a visitor badge while on campus.
- Be familiar with the school handbook and the rules of the classroom or other areas where you are working.
- If you are unable to volunteer at your committed time, please notify the appropriate staff member as soon as possible so other arrangements may be made.

Confidentiality

Volunteers often have the opportunity to observe interactions among students, among teachers, or between teachers and students. They are sometimes party to privileged information which needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from professional staff, not from the volunteer. Confidential school situations should not be discussed with other parents.

Other parents may be tempted to ask you about how their children behave in school. This is especially likely if you are friends outside of school. It is not acceptable to put volunteers in this position. If parents do have concerns, encourage them to talk to the classroom teacher. The classroom teacher will be responsible for reporting any necessary situations to the parents.

If a student tells you something that causes you concern, or if you observe something that troubles you, tell the classroom teacher or inform the office staff or principal if appropriate.

Discipline

Rules and procedures related to student discipline have been established by the school and individual classroom teachers. Classroom teachers and school administrators are responsible for student discipline. These guidelines are maintained for the safety and welfare of all students. Other than verbal requests, seek assistance from a classroom teacher or the staff member in charge in the event that discipline may be needed.

Siblings

As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Younger siblings can be a distraction to students, staff, and parent volunteers in the classroom. Additionally, younger siblings need to be supervised carefully for their own safety in the school environment. Exceptions may be granted for classroom parties when several volunteers are present.

Supervision of Students

Volunteers are regularly used to help supervise lunches and recesses for our students. If you are volunteering in a position that requires actively supervising students, you should always have the students in your sight. For the safety and supervision of our students, volunteers should not be on their phones while actively working with or supervising students. If you are supervising students at recess, you should be actively circulating and monitoring the playground area.

Transportation and Field Trips

Field trips are an integral part of our educational program and are not possible without volunteers. In order to maintain the security and safety of our students, the following procedures will be followed:

- Permission slips for the students must be on file for each field trip.
- Hope school bus drivers must have a copy of their driver's license and proof of insurance on file in the school office.
- Drivers and chaperones will be required to complete a background check before participating on the field trip.
- Drivers must not have any convictions during the preceding three years for driving under the influence of alcohol or a controlled substance.
- Drivers are to obey all traffic laws and are to make every reasonable effort to ensure the safety of their passengers.
- Children are to always wear seatbelts while in a vehicle.
- Depending on the activity planned, there may be a limited number of adult chaperones/drivers permitted to attend. (Many indoor activities set a recommended ratio of adults to children.) The teacher will communicate the number of drivers and chaperones needed for each field trip.
- Students should be transported directly to their destination. **Chaperones and drivers are not to provide snacks before, during, or after the field trip; make purchases for students during the field trip; or make additional stops without prior arrangements by the teacher.**
- Chaperones are required to follow the guidelines as prescribed by the teacher and shall not deviate from their responsibilities or rules for the trip.
- Chaperones may be asked to pay their equivalent cost of the field trip
- Parents who are driving and/or chaperoning are not to bring other children along unless approved by the teacher.

Volunteer Tips for Success

- Relax and be yourself
- Be friendly toward all students
- Praise individual students for a job well done

- Remember that a student often responds better to suggestions, rather than commands
- Proceed at the student's rate of speed
- Don't do for a student what he or she can do for him or herself
- Call the student by name at each opportunity
- Set a good example for the students and strive to be fair while judging their actions
- Give your full attention to the students you are working with
- Avoid the temptation of being distracted by cell phones, tablets, books, and the like
- Be patient – remember teachers and students are human. They will have good days as well as bad days and will not always perform at 100% efficiency.

Volunteer Opportunities

Below are some examples of volunteer activities. This is not an exhaustive list. As additional opportunities arise during the year, they will be advertised in the school newsletter or by your child's teacher.

- Prepare classroom materials
- Room parent
- Field trips
- Class parties
- Coaching
- Library help
- Serve on the PTH board
- Attending PTH General Meetings (3x/year)
- Assist in the school office
- PTH fundraisers
- Lunch supervision (guidelines will be provided)
- Recess supervision (guidelines will be provided)
- LEST preparations
- Assist with Open Houses
- Athletics program (coaching, team transportation, Hope's track meet)
- Campus maintenance (mowing the lawn on campus, changing the marque sign on Oregon St. etc)
- Cleaning
- Facility repairs
- PTH special events
- School clubs (Robotics, Chess, Drama, Book club, Lego Club, Math Club, etc)
- Teacher Appreciation Week
- Cashier at the Scholastic Book Fair
- Help with the Pacific Science Center Van (every two years)
- Stuffing Yellow Envelopes (Weekly Communication from the school)

If you have any questions about procedures or opportunities, please contact the school office by calling 206-935-8500 or emailing office@hopeseattle.org. We appreciate your willingness to be involved in our school community!