



EPIPHANY
LUTHERAN CHURCH & SCHOOL

VOLUNTEER HANDBOOK

2023-2024

Engage + Encourage + Enrich

Welcome to all volunteers here at Epiphany 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.

Our Mission Statement: **“We, at Epiphany, are God’s servants, called and committed to engage, enrich, and encourage His family.”**

Epiphany encourages all volunteers to be responsible, cooperative team members. Most importantly, volunteers should be Godly role-models for our students. These ideals are reflected in our school’s Purpose Statement and Core Values:

“At Epiphany, we prepare learners for life through opportunities for growth in a Christian environment.”

ELS Core Values:

- **Christ-Centered**
- **Family**
- **Student-Focused**
- **Growth**
- **Service**

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 Epiphany Lutheran School!

Volunteer Procedures

- All volunteers will need to submit to a background check as per the Epiphany policies prior to performing the volunteer work. Documentation to complete the background check is available through the school office.
- All volunteers and visitors to the school are required to sign in and out of the school office. Please have your drivers’ license available to be run through our system.
- Volunteers will be given a nametag or badge to be worn at all times while on campus or field trips.
- Be familiar with the Family Handbook and the rules of the classroom you are working in.
- You may use office equipment for Epiphany purposes after you have been given a brief introduction by a staff member.
- As a volunteer you are not expected to be responsible for administering discipline. Other than positive redirection and removing children from difficult situations, if disruptive behavior arises, please seek assistance from a teacher or administrator.

Volunteer Conduct

- If you are unable to volunteer at your committed time, please notify the appropriate staff member in a timely manner.
- Please communicate intentionally and openly with the staff member(s) you are supporting.
- Good manners & common courtesy are expected from you. Please role model and expect the same from the children (“please,” “thank you,” “yes, ma’am”) 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.
- While we understand a comforting touch can be important for students, we ask all volunteers to refrain from physical contact with the students.
- If you are working a student(s), please keep the door open to the classroom or space you are using.
- A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers, and students.
- Epiphany prohibits the use or possession of illegal substances, alcohol, & tobacco at all times when on the premises, while conducting Epiphany business or using Epiphany equipment. This does not include prescription drugs taken as directed by an individual’s doctor.

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 and can only be given by the office staff or a parent/guardian.
- Please report any accidents to a staff member so they may take the necessary next steps.
- Supervised children should always be within your sight.

Concerns

- If you have any concerns about something at the school, please address those concerns to the person most closely involved.
- We, as a school, want to address all concerns, so we appreciate it when people are open with us and come with an attitude of team and respect.
- If additional support is needed, school administration is always available to help.

Emergency Procedures

- **Fire Drills:** In the case of a fire drill, please exit the building with the students and other staff, and meet the office staff at the side of the building past the playground.
- **Lock Down Drills:** In the case of a Lock Down, if you are in a secure room, stay there and follow the directions of the staff (closing all blinds, turning off lights, and keeping all people out of view of windows and doors). If you are not in a secure room, find the safest place outside of view and stay there until the Lock Down is called off.
- **Tornado Drills:** In the case of a tornado/severe weather drill, please follow the instruction of the staff and proceed to the nearest hallway away from windows and doors.
- **Unfamiliar People:** If you see someone who is unfamiliar in the school, please refer that person to the office, or tell a staff member.

Different Roles/Opportunities

- There are many opportunities to volunteer at ELS! Options include, but are not limited to:

Regular Volunteers

PTO

Room Parents

Pizza/CFA Lunches

Occasional Volunteers

Field Trip Drivers/Chaperones

Yearbook Photographers (events)

Special Events

Field Trips

- Children not enrolled at Epiphany may not accompany the class on the field trip. Please make other arrangements for siblings.
- Chaperones on a field trip will assist the teacher in monitoring students during the trip. Please notify the teacher right away if there are any behavioral concerns or other questions on the trip.
- Volunteer parent drivers must be at least 25 years old, submit a copy of their valid driver's license to the office, and agree to transport students to and from the designated field trip location specified by the classroom teacher.

Legal Duty to Report Abuse

- Any suspected abuse must be reported to school administration right away.
- Texas law says anyone who thinks that a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to DFPS. A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential.
- Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony. Time frames for investigating reports are based on the severity of the allegations. Reporting suspected abuse makes it possible for a family to get help. Please call **1-800-252-5400** or <https://www.txabusehotline.org>