

Christ Lutheran School Volunteer Handbook



2025



Reaching out with the Gospel Message of
Jesus Christ to children and families in the
Albuquerque and surrounding area to make
disciples

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Welcome to all volunteers here at Christ Lutheran Church and School (CLCS). 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. To you and to every person who assumes the role of volunteer helper at our school, we say, "Thank You!" We deeply appreciate your willingness to join hands with us in providing a Christ-centered, quality education for our students. Your help is invaluable, and we do not take it for granted. We treasure the partnership that exists among our school staff and our volunteers. May God continue to bless our joint efforts on behalf of the students enrolled at CLCS!

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.

PHILOSOPHY

In response to God's love for us and to His command to make disciples of all people, (Matthew 28:19-20), our philosophy at Christ Lutheran School is that each child in our care will mature as a Christian person with an active and saving relationship with Jesus Christ. We want each child to develop a responsible and sensitive understanding of God's creation, self, and other people. To this end, each student will be taught the Christian faith in an atmosphere that conveys his or her value as a loved and redeemed child of God, and will be nurtured in his/her growth as a Christian person. Each student will be fully prepared academically in all subject areas for service to God within his or her home, vocation, community, and congregation. Our intent is to act as an extension of the home, ministering to the family and working together with them to instruct in God's Word, proclaim the Gospel, promote Christ-like values, and in all ways help children to develop into capable, mature, and responsible followers of Christ.

GOALS AND OBJECTIVES

Christ Lutheran School's goal is to provide an educational setting where children have the opportunity to grow in their relationship to God, their fellow man, and themselves. The following objectives are designed to meet this goal based on the belief that through the Word and the Holy Spirit children will:

1. Develop knowledge of the Triune God and a personal relationship with Jesus Christ as their personal Savior from sin.
2. Develop a growing knowledge of the Scriptures as the Word of Life and a desire to gain the blessings of Baptism and the Lord's Supper.

3. Develop a caring and sharing attitude of witness toward others, both in our community and throughout the world.
4. Develop an understanding of their emotions by finding security and a true picture of themselves through a reliance on God as Father.
5. Develop the attitude that all people are God's special creation and therefore develop a respect for the rights and welfare of others.
6. Develop the social skills needed to live competently and cooperatively and resist the pervasive temptations of a sinful world.
7. Develop logical, scientific, and creative thinking habits, and sound reading, mathematical, scientific and communication skills.
8. Develop an understanding of his/her physical body and accept responsibility for its health, safety, and recreation.

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

Volunteer Procedures

- Sign in and out of the building at the school office. Always wear a visitor pass sticker while school is in session.
- Be familiar with the school handbook and the rules of the classroom you are working in.
- You may use office equipment for CLCS purposes after you have been given a brief introduction by a staff member.
- Be honest and open in communication to staff and administration. If you feel a problem persists, please share your concerns with them.
- 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.
- 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 refrain from physical contact with the students. A nurturing or comforting touch can be important. Unfortunately, touching is an action that can be misconstrued. Never touch a student in an area which would normally be covered by a bathing suit
- CLCS prohibits the use or possession of illegal substances, alcohol, cannabis, and tobacco at all times when on the premises, while conducting CLCS business or using CLCS 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 or with individual teachers.
- All medications must only be given by the office staff, a designated teacher, 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.
- Be familiar with the school handbook and guidelines for reporting suspected child abuse.

Field Trip Policy

Each class may take field trips to various places of educational value and interest as determined by the teacher's discretion. These trips are part of the school curriculum, and all children are expected to participate.

1. There may be a charge for some trips.
2. Parents will be notified in advance of the date and place of the trip, and must provide a signed permission slip for their child to go on the trip.
3. Parents who drive for field trips must present current proof of insurance, registration, and valid Driver's License. Copies of these documents must be kept in file in the school office.
4. Current NM state law must be followed for car/booster seats. This means a child must be eight and weigh 60 pounds to use a regular seat belt.
5. Teachers need help on field trips with maintaining safety, as well as good and proper Christian conduct. All adult helpers will receive guidelines for the field trip. Agreement to chaperone means that the parent agrees to follow all policies and procedures set forth by Christ Lutheran School, as well as all verbal and written directions given by the teacher.
6. The teacher will have all emergency forms as well as a list of all cell phone numbers for the chaperones.
7. An itinerary will be given to the school office prior to leaving.
8. Field trips are a special time for you and your child, please make other arrangements for siblings.

Chaperone Guidelines

- A. All drivers must give a copy of your current insurance card to the school office. When it expires in 6 months, a new copy must be give to the school office.
- B. Agreement to chaperone means that you are agreeing to supervise a group of children. This means that you will enforce all policies set forth by Christ Lutheran School as well as any specific instructions included at the bottom of these guidelines. Children must be supervised at all times. Younger children will need an escort to and from the restrooms.
- C. Direct supervision means that the group of children you are watching are within eyesight at all times. They must follow all rules and be respectful at all times.
- D. You are agreeing to drive a group of children to and from an event. You will not make any other stops to or from the specific location of the fieldtrip.
- E. You will be given the teachers cell number so that in an emergency you can contact him/her. You can also call the school office at 884-3876, ext 100, if you get lost, or separated from the group, or need other assistance. First call the teacher and then call the school.
- F. You will not make any purchases for your child or your group of children; however, you may purchase items for the entire group. If the children are allowed to bring money from home, you may be asked to hold it for the children in your group.
- G. The teacher will be carrying all emergency forms. In case of an emergency, call 911 and then call the teacher. You may also call the school for emergency form information.
- H. If you return to school before the teacher does, please stay with your group of children and supervise them until the teacher arrives.
- I. Failure to follow the above guidelines will result in not being allowed to chaperone future field trips.

Confidentiality

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.

Background Checks

Volunteers who are in a position to have one-on-one contact with any students will need to submit to a background check as per the Board of Christian Education policy prior to performing the volunteer work. Documentation to complete the background check is available through the school office. Once the form is completed it should be given to the principal for processing. The cost of the background check is \$25.