



*Faith*  
CHRISTIAN  
ACADEMY

# **VOLUNTEER HANDBOOK**

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# **Faith Christian Academy Volunteer Handbook**

## **Mission Statement**

The mission of Faith Christian Academy is to provide an education based on God's principles in a Christ-centered academic atmosphere, which will enable students to establish a personal relationship with Jesus Christ, develop a respect for authority, and be spiritually, mentally, and socially prepared to meet each challenge life brings.

## **Vision Statement**

*To develop emerging servant leaders by providing the highest quality Christian education*

“Thou art my servant ...in whom I will be glorified.”

Isaiah 49:3

Welcome to Faith Christian Academy where you are a critical part of your child's learning process. This information is directed to volunteers who are parents, grandparents, college students, or anyone who is interested in devoting a portion of their

time and would like to be a witness of their personal relationship with Jesus Christ to our student body.

Here at Faith Christian Academy we want you to get the most out of your volunteer experience, and we want to make sure you are aware of what is available. Above all else we desire to honor God in our words and deeds. We want to be a community of believers who let their light shine before others for the glory of God's Kingdom.

Whether it is volunteering one hour a week, one day a week, or just helping with a class project, it all adds up. Teachers and staff know they are fortunate to have many committed volunteers. We cannot do it without your help. By working as a team with teachers and our administrator, we can accomplish great things. We thank you in advance for allowing God to use your unique gifts and talents for His work.

## **Educational Goals**

### **SPIRITUAL**

To seek to win to Christ those who are uncommitted.

To educate students so that they successfully integrate a Christian

To lead the pupils into a personal, saving relationship with Christ as

To teach the Bible as God's inspired Word and as completely true

To assist students in the beginning to integrate Biblical truth into each manner, and make decisions based on Christian principles

To employ staff members who are committed to Jesus Christ and can

To employ teachers who have the necessary certification and skills in and be sensitive to the home background of each student

philosophy into their total life

Lord and Savior

area of their lives in order to think in a Christian

communicate God's love and principles by example. each effectively in appropriate instructional areas,

### **INTELLECTUAL**

To provide an academic climate conducive for learning

To encourage the learning of necessary skills required for meaningful

To nurture competency in communication and research skills, and in

To realistically instruct each student academically, and to help him

To encourage good study habits in order for students to excel in all

anticipation in society as an adult

he ability to make mature decisions

progress as far as his potential will carry him

educational disciplines

## SOCIAL

- To provide children with opportunities for growth in the social skills required for adequate involvement in today's society
- To enable students to adequately understand and appreciate the privileges and responsibilities of living in a democracy
- To develop a respect for authority in one's life: God, parents, government, school, work, etc. evolving into complete self-discipline
- To promote good citizenship and appreciation of one's Christian and American heritage
- To impart knowledge of the world and current affairs from God's perspective that relates man to God's plan
- To instill character qualities that would be applied in every area of one's life and lead toward establishing a God-centered home

## CULTURAL

- To promote appreciation for and creativity in the arts
- To encourage students to understand and appreciate cultural patterns different from those of their own
- To develop an appreciation of God's creation and respect for His sovereignty throughout the world including people from all cultures
- To develop the application of creative and critical thinking from God's perspective

## PHYSICAL

To provide opportunity for the learning of physical skills necessary to participate in sports  
To provide opportunities for growth in physical performance skills

## **Statement of Faith**

Convinced that the Bible is the verbal, plenary, inspired Word of God, Faith Christian Academy is a Christ-centered, interdenominational, Christian school. It is a policy of the school not to discriminate in the admission of students, or hiring, on the basis of race, color, sex, or national or ethnic origins. Therefore, we affirm the following truths:

- 1) We believe the Bible to be the inspired, infallible, and authoritative Word of God. The Word of God is the foundation of all truth therefore all truth is God's truth.
- 2) We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- 3) We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- 4) We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- 5) We believe in the spiritual unity of believers in our Lord Jesus Christ.
- 6) We believe in the present ministry of the Holy Spirit by indwelling the Christian enabling him to live a godly life.
- 7) We believe God is Creator and Sustainer of all things and the Source of all truth.
- 8) We believe man was created in God's image but chose to rebel against God. His rebellion brought all men under the dominion of sin.
- 9) We believe God provided a means of regenerating man and restoring him unto Himself. He sent His Son, Jesus Christ, to shed His precious blood as the sacrifice for man's sin. Therefore, each student is encouraged to receive Christ as his personal Savior and as the Lord in his life. As a Board and faculty which represent a variety of

Protestant backgrounds, we believe our unity is found in the Person of Jesus Christ whom we see as “the Way, the Truth, and the Life” according to John 14:6.

### **Matthew 18 Principle**

The goal of Faith Christian Academy is to be biblical in everything we do, and to put biblical principles into practice. There is nothing more detrimental to a Christian school than not applying Christian principles in the area of giving and hearing bad reports. Division can destroy unity and destroy the work of God. By following the pattern of Matthew 18 in the spirit of Galatians 6:1, unity and oneness can be developed in the school that will truly glorify our Lord and Savior Jesus Christ. The goal is to have relationships restored and strengthened for the honor of God.

If there is a concern about the daily operation of FCA, please bring these concerns quickly to the attention of the administrator. If you feel your concerns have not been taken care of to your satisfaction, please let the administrator know this and you may put your concerns in writing and they will be presented to the Executive Board.

We want to be known as a school that shows Christ's love in all that we do which includes how we treat one another, how we talk to one another, how we give and share with one another. The Matthew 18 principle goes right along with I Corinthians 13 – the love passage. When we love and care for one another we don't seek to tear them down by gossiping and backbiting. What a tremendous example to our young people if we are always seeking to build others up in our conversations!

### **Dress Code**

Volunteer helpers are expected to dress in a manner that is appropriate for the task to be performed. The staff dress code policy should be adhered to when volunteers are representing the school such as in the classroom or office or attending a field trip.

The Staff Dress Code is as follows:

***Women*** – Professional dress should be worn at all times (No shorts, skorts, capris, crop pants, or jeans). Tennis shoes and flip-flops are not acceptable. Teachers may change into tennis shoes when going to the playground or the gym for an activity.

**Men** – Collared shirts and dress pants should be worn at all times (No jeans). Allowances may be made for the physical education instructor.

*All school guidelines that have been established for the students must be met - such as no large decals or pictures are to be worn.*

Recognizing that no dress code will satisfy the personal views of everyone, the over-riding consideration in each instance will be to determine whether a questionable practice exceeds the limits of modesty, brings discredit to the school, or offends contemporary Christian standards of decency. The Administrator shall determine any matters regarding dress not specifically addressed by the dress code.

The dress code is our endeavor to provide guidelines in dress that will not only place the student in an attitude of learning, but also will glorify the Lord. I Corinthians 10:31, “.... whatsoever ye do, do all to the Glory of God.” FCA’s desire for the school day is that the attire be neat, attractive, modest, and appropriate.

## **Interests and Talents**

We want to make sure we place our volunteers in the most profitable area, so that everyone may benefit from it. We ask you to think of an area that you enjoy and that best fits you, so that we can plug you into the right area. As a school volunteer, it is important to behave toward students and school staff in a respectful manner, which will set an example of professionalism, good citizenship, and respect for authority. Most adults realize that children pick up on what you say, so we ask that you use appropriate language. We also realize that you have expectations, and our school staff wants this to be a rewarding experience for you as well.

How do you become a volunteer at FCA? Parents, grandparents, college students, or other adults who desire to volunteer at FCA need to communicate that desire to the appropriate personnel. Volunteers, who are not parents, must complete a volunteer application. If you wish to volunteer in your child's classroom, let your child's teacher know. Teachers often have things that need to be cut out, torn out, or they may even have opportunities for you to come in and share in the classroom about different experiences or careers. If you choose to work in the classroom environment make sure you are clear on your responsibilities and that you feel comfortable with those responsibilities. Some of the ways to help out are reading books, listening to children read, making copies, or preparing for activities. Find out what the class schedule is and what rules need to be followed.

Other volunteer opportunities include the following:

- counting money for subs or pizza day
- assisting the librarian with reshelving or checking out books
- assisting in a pre-k or kindergarten classroom for special projects
- coaching or assisting a coach
- providing transportation for trips
- concession stand
- office assistance – making copies, etc.
- landscape/grounds work – weeding, etc.
- serving lunches
- serving on PTO committees to help plan the school picnic, Grandparent’s Day, etc.
- assisting or directing drama
- reading to the preschool children on a weekly basis
- teach an art lesson to the children
- lead a Bible story/lesson in chapel
- or perhaps you have a creative idea and would like to lead in implementing it
- or something that we haven’t even thought of that you would like to do at FCA – use your gifts to serve in God’s Kingdom.

All volunteers who are not parents of children in the school, must complete a volunteer application form in order to serve on campus. These applications will also provide information should there be a need for an emergency contact.

## **Abuse**

If at any time a volunteer suspects a child has been abused, immediately report it to the administrator.

## **Background Screening**

Background screening will be required if the volunteer directly interacts with students, works without teacher supervision, and intends to volunteer on a regular basis.

## **Confidentiality**

What you hear or observe about students or staff while volunteering at school is confidential. **At no time are volunteers permitted to go into student, personnel, or financial files (electronic or paper) for any reason.** Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the student or the school. Respecting the confidentiality of other people is critical. If someone is gossiping or sharing information that is not theirs to share, the administrator/teacher will ask you not to volunteer or put you in a position where there won't be a temptation. Just as you want your child protected, and your privacy protected, so we ask you to protect others. **No personal questions should be directed at students.**

## **Child Care**

Parents are not permitted to bring other children with them while they volunteer. Everyone's focus needs to be on the students who are involved in the learning process.

## **Drills**

FCA regularly has fire drills and may on occasion have other types of drills. All volunteers are expected to evacuate the buildings and if necessary the premises as well. Children watch the example of adults so you become an additional role model in a crisis situation.

## **Driving Other Students**

At no time may a volunteer transport another child home without the written consent of the parents, which is to be sent in the morning a ride is needed. Volunteers must follow all of the guidelines established for drivers in the Parent-Student Handbook.

## **Emergency Situations**

Emergency Procedures are posted in each classroom on the bulletin board closest to each teacher's desk. Please follow these procedures should a crisis occur.

## **Harassment**

At no time will harassment of any kind be tolerated from a volunteer. If there is any type of harassment, the volunteer will not be permitted to volunteer on campus until there can be a complete investigation.

## **Insurance**

Volunteers are responsible for their own insurance.

## **Neatness and Organization**

God has blessed Faith Christian Academy with beautiful facilities, equipment, and grounds. Any opportunity that you may see to organize, clean up, or pick up around the facility is greatly appreciated. We want to be good stewards of God's good gifts to us.

## **OSHA Training**

Each volunteer who is present regularly on a volunteer basis and working with children must receive OSHA training in the universal precautions of proper disposal of bodily fluids and/or first aid care. Please see the bookkeeper to set up a time to watch this video.

## **Physical Contact**

At no time are adults to have physical contact with children either as a means of discipline or affection. Volunteers are never to be alone with a child that is not their own.

## **Questions/Reporting**

If at any time a volunteer has a question or concern, please do not hesitate to bring it to the administrator immediately so communication can be open and on-going so that any problem can be addressed.

## **Sign-In**

For the safety and protection of the children at FCA, all parents and volunteers must sign-in in either the Main Office or the Elementary Office. Volunteers must sign-in, wear a badge, and then sign-out each day they are present on campus.

## **Volunteer Responsibilities**

1. All volunteers must sign-in in the school office and display an appropriate badge (available in the office) while on campus.
2. All volunteers are asked to arrive on time and perform assigned tasks.
3. Siblings are not permitted to accompany parents while volunteering on the playground, in the classrooms, kitchen, and/or on field trips.
4. All volunteers must be fingerprinted along with proof of TB test, if in direct contact with students.
5. Each volunteer respects and enforces school policies/expectations.
6. Each volunteer should ask for instructions and assistance when in doubt or needed.
7. Each volunteer is a member of our school team.

8. It is important for each classroom volunteer to work closely with the teacher. The teacher, who will be available to answer questions and suggest certain ways of assisting a student, will provide additional information.
9. Volunteers must serve only in assigned areas.

## **Request to Volunteer at Faith Christian Academy**

I am interested in volunteering. Please list the area(s) you would like to become a volunteer in:

\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

I attend church at \_\_\_\_\_

Please list two character references and their phone numbers:

1. \_\_\_\_\_

2. \_\_\_\_\_

I have the following skills related to the area I wish to serve in:

\_\_\_\_\_

*Please initial if agreement the following statements:*

\_\_\_\_\_ I fully understand the importance of student and classroom confidentiality and the guidelines of this Volunteer Policy.

\_\_\_\_\_ I agree to follow and support the guidelines and policies established at Faith Christian Academy.

\_\_\_\_\_ I accept the procedures and requirements asked of me and will do my best concerning all areas.

In case of emergency contact: \_\_\_\_\_

Phone \_\_\_\_\_

*Thank you for your interest in volunteering at Faith Christian Academy!  
Keep the handbook and then submit this form to the Main Office.*