



GUIDELINES FOR VOLUNTEERS

Mission Statement:

Grace Christian School is a Christ-centered school of academic excellence in which each student is educated fully and trained in biblical principles and worldviews.

Vision Statement:

Students at Grace Christian School will demonstrate high standards of learning, biblical discipleship, and embrace challenging opportunities that promote values and service at home, in the community, and in the world.

Our Responsibility:

The work of volunteers is essential to the successful accomplishment of the school's mission. The management policies and procedures employed to supervise the work of volunteers must be in keeping with the mission. Therefore, in selecting individuals for volunteer positions, only persons who support the mission of Grace Christian School will be recruited.

Our Objectives and Procedures:

Grace Christian School desires to make its educational environments safe for all students. To achieve this goal, the following objectives and procedures have been developed for implementation at GCS in an effort to establish a strong volunteer program.

1. It is the responsibility of Grace Christian School to select, screen and manage trustworthy individuals to fill volunteer positions at GCS.
2. GCS will take reasonable steps to safeguard children engaged in school-sponsored activities by recruiting individuals with high spiritual and moral backgrounds as leaders and participants in programs for students.
3. GCS believes that it is important to take these decisive steps to ensure that to the best of their ability, the school and the programs it sponsors are safe and provide a joyful experience for all students.
4. All volunteers should submit to a screening procedure that will include the completion of a signed Volunteer Application.
5. The information received concerning individuals who volunteer their services will be maintained on a confidential basis at all times by Grace Christian School.

Our Volunteers:

Parent volunteers are very important to the education of students at Grace Christian School!

GCS volunteers have a vital role in our day-to-day operations. Our visitors are highly respected and trusted by our students, and are viewed as “authority figures” by the students. Our school has high standards and expectations for all areas of your student’s education, and we have established guidelines to assist all of us in maintaining those standards.

Before You Begin Volunteering:

All volunteers who regularly and directly work with students, including those who go on field trips, must complete the volunteer application process and go through a background screening process prior to starting any volunteer activity at school. The Volunteer Application Form is available in the school office. All information is confidential.

Volunteer Code of Conduct:

- You are responsible to sign in when you enter the school and sign out when you leave.
- Serve as a positive role model.
- Maintain confidentiality of any information regarding a student’s academic progress, behavior, or school related incident or medical information.
- Stay calm in emergencies.
- Be warm, friendly, and courteous at all times.
- Do your best to keep your commitment to the volunteer program and be on time.
- If you can’t come, please call the school, 804 730-7300, and leave a message.
- A neat and clean appearance is encouraged. Dress appropriately for the school setting and task.
- As a volunteer, you will be a part of the staff. All students should treat you with respect and you shall treat students with the same respect.
- Smoking and drinking alcohol is not allowed in our building, on our campus or in the presence of our students.
- Loss of temper and use of inappropriate language are not acceptable.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues. Any issues must be directed to school personnel.
- Volunteers must refrain from talking about teachers to students or discussing school problems on field trips or in the presence of students.
- Volunteers should be supportive of goals and objectives of the school and promote safety among all students.
- Volunteers may not distribute prescription or over-the-counter medications to students at any time.
- Discipline problems should be directed to the attention of an available staff member or administrator immediately.
- Volunteers are prohibited from bringing any drugs or weapons to any school sponsored activity or onto school property.
- Volunteers will review and act in accordance with the Statement of Faith, Volunteer Policy, Emergency Procedures, and any applicable sections included in the GCS Parent/Student Handbook.

We look forward to working together with you this year to give your student the best education possible in a caring – as well as safe, orderly, and Christ-honoring environment!

School Volunteer Policy

The following school volunteer policy is designed to help us sustain the safe, orderly Christ-honoring school environment that is expected by the parents, students and staff of Grace Christian School. All potential volunteers desiring to work regularly with students at Grace Christian School, must complete the volunteer application.

1. All volunteers will be given a copy of the Parent/Student Handbook which includes all guidelines and procedures regarding safety issues, instructional issues, school policies, protocol, and confidentiality.
2. Volunteers are required to complete the Volunteer Application and agree to abide by the school's Statement of Faith, Volunteer Policy and Guidelines and to "Serve wholeheartedly as if you were serving the Lord, not people because you know that the Lord will reward each one for whatever good they do." Ephesians 6:7-8.
3. Understand that discipline is the teacher's responsibility. Maintain order when assisting students; but refer discipline problems to the teacher.
4. Field trips are scheduled as part of the instructional day. The school volunteer policy applies to these activities with the same standards and expectations for field trip volunteers as we have for other school volunteers. Please be aware that we are often unable to provide transportation to field trip volunteers. You should also understand that volunteers may not be needed for some field trips. The final decision made by the administrator in these matters will prevail.
5. Be familiar with Emergency Procedures as specified in the Parent/Student Handbook.
6. Be healthy and free of communicable diseases. If you are ill, please stay home.
7. Understand when volunteering that discussion of confidential matters and criticism of the school staff, pupils and programs is inappropriate and unacceptable.
8. Know that a professional must do the evaluation of a student's learning and it is not a volunteer's responsibility to judge student competence.
9. Support your school. If you have concerns or if others come to you with criticisms or complaints, encourage them to go directly to an administrator.
10. All volunteers will deal with GCS students in a gentle manner. Please do not grab the arm of a student to get their attention. In addition, please keep hugs brief and "shoulder to shoulder" or "side to side" rather than directly from the front.

In consideration of being allowed to volunteer and for other valuable consideration, I (including my heirs, dependents, administrators, agents, and assigns) agree to waive, hold harmless, release and discharge Grace Christian School from any and all liability, suits, causes of action, damages, demands, or claims, known or unknown, that I (or those claiming under me) may now have or incur in the future, resulting or arising in any way, directly or indirectly, from my participation as a volunteer, including but not limited to, all claims for personal injury, property damage, emotional or mental harm, or any loss whatsoever caused by any action or inaction, negligence, or other conduct by GCA or its agents, except for any physical injuries caused solely by the gross negligence of employees of GCS.

Volunteer Program 2017-2018

This list is intended to provide various examples of volunteer activities and is not all inclusive.

Classroom: Any classroom volunteers, special projects, field trip volunteers, etc.

Athletic: Anyone volunteering for the athletic department, ticket sales, concession stands, field days, coaches, drivers, etc.

Office: Volunteer office staff, special projects, desk coverage, computer work, lunchroom helpers, service projects, and special days.