

SCCA VOLUNTEER GUIDELINES

DESCRIPTION OF THE PROGRAM

The volunteer program of SCCA exist to provide opportunities to parents and others who wish to help the school in various ways. Volunteers go through an approval process to ensure that the Christian atmosphere of the school is not jeopardized. Once approved, volunteers are contacted by the volunteer coordinator when help is needed. Volunteers must be requested and are based on a need basis. The program is designed to promote the educational environment of SCCA and bring Glory to the Lord. Therefore the program must be regulated to ensure that it does not distract, undermine, or discredit the ministry in anyway. This requires complete cooperation, Christian behavior, and a spirit of unity by all parties involved.

OBJECTIVES AND GOALS

- To provide the faculty and staff with support services in a mutually agreeable manner
- For parents or other adults in the community to provide students with enriched or additional learning experiences through their special skills and interests
- To relieve teachers, in many instances, of certain routine duties, freeing them to devote more time to their professional duties
- To demonstrate the Scriptural mandate to display Christian unity and love (John 13:34-35)
- To strengthen the involvement of parents in the education of their children
- Develop friendships between parents, teachers, and families of SCCA.
- Utilize individual God given skills and talents to improve our school and make a real difference for children.

RULES AND PROCEDURES

A “volunteer” is a person who:

- has completed the school’s volunteer application, attended a volunteer orientation training session, and signed a volunteer contract.
- has completed a screening process, which may include a background check
- has been approved by the administration
- is in complete harmony with SCCA’s vision and goals
- Is active in their church attendance.
- will provide goods and services of his/her own free will to the school.
- will receive no financial payment for such services.
- will provide Christ-like adult role modeling, offer support, encouragement, and friendship while displaying a positive attitude. work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
- will be under the direct supervision of the volunteer coordinator and the authority of school administration.
- shall never have access to student records. They may request to view their own children’s records but under no circumstances will be allowed to view any other student’s files.

All volunteers are subject to the following rules and regulations:

GENERAL CONDUCT

SCCA requires every volunteer display a lifestyle based upon Biblical principles. As a Christian School representing Jesus Christ in our community, we require volunteers to be born-again Christians and to live their lives as Christian role models (Romans 10:9-10; I Timothy 4:12). Volunteers must conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. It is imperative that volunteers avoid not only impropriety, but also the appearance of impropriety.

Volunteers are to avoid the following:

- Conduct jeopardizing the health, safety and welfare of the students or staff of SCCA
 - Poor attitude or lack of cooperation
 - Failure to follow instructions
 - Using or possessing alcohol
 - Immoral or unprofessional conduct
 - The use of vulgar or offensive language
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- Raising one’s voice in anger, yelling or speaking in a rude, threatening, insulting or unprofessional manner to students, other volunteers or staff
 - Threatening or making inappropriate physical conduct with students, volunteers or staff
 - Engaging in behavior which presents a negative role model to others

DRESS

Volunteers should display modesty as a proper role model for our students. No shorts, short skirts, low necklines, form fitting garments, or items displaying inappropriate messages are permitted. Any volunteer not modestly dressed will be asked to leave immediately.

CONFIDENTIALITY

Volunteers are to keep all information about students, families and faculty that they might learn while volunteering completely confidential. Individuals engaging in gossip and strife generating activity will not be allowed to volunteer.

SAFETY

Recognizing God's love and concern for children, SCCA has adopted a policy of screening applicants for volunteer service. The purpose of this policy is to promote a safe environment and to protect our students, as well as to guard the honor and reputation of Our Lord Jesus Christ. Information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. Answers to any of these questions does not necessarily disqualify one from volunteering at SCCA.

CONFLICT

All problems or conflicts with a parent, school staff, or student should be directed to the principal immediately. Refrain from discussing the problem with others. Confidentiality is needed in every situation.

DISCONTINUATION OF SERVICES

Although SCCA is not limited to the reasons below, a volunteer can be asked to discontinue their services for the following:

- Breaking of confidentiality or any form of gossip or strife generating between staff, students, volunteers or the families of SCCA
- Unlawful conduct or breaking of SCCA school rules and regulations.
- Inability to cooperate and work effectively with staff, students, and other volunteers.
- Erratic or unreliable attendance or behavior.
- Criminal charges or crime conviction.
- Disruption in the routine and procedures of daily activity.
- Actions and behavior outside the school that reflect poorly on the school.
- Inappropriate contact or language toward students.
- Any action that is in direct disobedience of the Volunteer coordinator, staff, or administration
- Showing up when not "requested" by coordinator or administration
- Anything deemed worthy of discontinuation by the administration.

OPPORTUNITIES TO HELP

- Reading stories to students during library time
- Providing help to teachers during class parties etc.
- Planning and assisting with special events
- Assisting in computer labs, libraries, etc.
- Assisting with field trips
- Organizing parents for special projects
- Acting as hostess for school functions
- Helping during sporting events and practices
- Decorating projects throughout the school
- Assisting teachers with special art projects

HOW DO I VOLUNTEER?

First.... Pick up a volunteer application and background check form in the office or from the volunteer coordinator.

Then.... Fill out the form and return it to the school administrator. If approved you will be contacted by the volunteer coordinator as help is needed.