



SALISBURY
CHRISTIAN SCHOOL

Volunteer Handbook

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807 Parker Road
Salisbury, MD 21804
410-546-0661
www.salisburychristian.org



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Welcome SCS Volunteers!

Thank you so much for agreeing to volunteer and support our ministry here at Salisbury Christian School. The students, staff, and administration are excited to welcome you to our campus.

Volunteers have been a vital part of SCS and we are excited to have you on board to be a part of our mission by helping to develop the lives of each individual that you will touch throughout the day. In an effort to help all of our volunteers have a wonderful experience here at SCS, we have developed this Volunteer Handbook to help guide and answer any questions you might have.

Matthew 19:13 –15 states: *Then the little children were brought to Jesus for Him to place His hands on them and pray for them. And the disciples rebuked those who brought them. But Jesus said, “Let the little children come to Me, and do not hinder them! For the kingdom of heaven belongs to such as these. And after He had placed His hands on them, He went on from there.* As Christians, we are commanded to protect and lead these children to a saving knowledge of our Savior, Jesus Christ. Here at SCS we take this responsibility very seriously.

If you would like to be an SCS volunteer, please read this handbook and the Code of Conduct. Also, please sign the SCS Volunteer Code of Conduct Agreement and return it to Trish Robins in the Founders Hall Main Office.

We pray that you will enjoy your time here with us. May God bless you as you serve Him.

Blessings,

SCS Administration

Introduction and Purpose

This handbook is designed to provide Salisbury Christian School (SCS) volunteers with information about working conditions and policies affecting their volunteer time. SCS volunteers are responsible for reading, understanding, and complying with the provisions of this handbook. From time to time, there may be updated information concerning changes in documents. Any questions regarding this manual should be directed to an administrator. Any SCS volunteer or the school may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor, manager, or other representative of SCS has the authority to make any verbal promises, commitments, or statements of any kind regarding SCS's policies, procedures, or any other issues that are legally binding on SCS.

Foundational Scripture

“In all things... Christ preeminent.” Colossians 1:18

Mission

Salisbury Christian School exists to honor Jesus Christ by offering a comprehensive educational program founded upon Biblical truth and academic excellence.

Vision

Salisbury Christian School leads students to spiritual, intellectual, social, and physical maturity, in partnership with parents and the church, so that students become disciples of Jesus Christ, walking in wisdom, obeying His Word, and living their faith.

Core Values

• ***Christ-Centered***

SCS is committed to keeping Jesus Christ at the center of all that we engage in spiritually, academically, socially, and physically. This commitment takes vigilance and fortitude and must be the foundation of all programs at all levels of life and culture at SCS (Colossians 1:18).

• ***Academic Excellence***

SCS is committed to providing an optimal academic environment for the learning experience of every student. Nothing less than excellence is worthy of a school named for our Lord Jesus Christ (1 Corinthians 10:31).

• ***Community***

SCS is proud to be a community of believers from many different denominations, knowing that Christian unity pleases God (Psalm 133:1). We recognize that the major tenets of the faith (see Statement of Faith) are what bind us together as a Christ-centered family (Romans 15:5-6).

• ***Servant Leadership***

SCS is committed to hiring and retaining Christian role models who exhibit not only professional excellence but also true leadership through service to our students. Jesus is our example when He said that He came “not to be served, but to serve” (Mark 10:45).

• ***Stewardship***

SCS is committed to exercising Biblically-based stewardship of all assets and resources, recognizing that we have an obligation to properly care for all that is entrusted to us by the Lord (1 Chronicles 29:11).

Statement of Faith

We believe:

- In one God, the Creator and Sustainer of the universe, eternally existent in three persons: Father, Son, and Holy Spirit,
- In the divine inspiration, infallibility, and final authority of the Bible as the Word of God,
- In the uniqueness of man, by virtue of his special creation in God's image, and in his responsibility to understand and master the world to the glory of God,
- In the unique deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God,
- In the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins,
- In the resurrection of the crucified body of our Lord and that blessed hope, His personal return,
- In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer,
- In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost,
- In the spiritual unity of believers in our Lord Jesus Christ,
- In the covenant of marriage, between one man and one woman only, as an important and critical part of God's created order.

Definition of a Volunteer

The Webster's Dictionary defines a volunteer as: "A person who voluntarily undertakes or expresses a willingness to undertake a service." Also, a volunteer is one who offers a service to the school without compensation and has direct, supervised contact with students.

Being a Volunteer and the Rewards

There are many rewarding experiences that come from volunteering time and talents including:

- The opportunity to serve God by serving His own;
- The chance to utilize specific skills and talents;
- The time spent sharing educational and spiritual experiences with the young people;
- The opportunity to strengthen a better understanding of how students learn.

SCS loves having volunteers and we continue to encourage all SCS Community to volunteer their time. Thank you so much for your interest in volunteering at SCS!

Volunteer Registration

- Each volunteer must read this Volunteer Handbook and complete the agreement at the end of the Handbook certifying that they have not been convicted of a violent crime and /or sex offence against children. This signature also indicates the volunteer's agreement to abide by the *Code of Conduct* set forth in this document.
- The volunteer will then return the signed agreement form to Trish Robins in the Founders Hall school office. The volunteer is then added to the registered volunteer list and is available to volunteer at school under the guidance of a school staff member.

Background Checks

- Volunteers will report to Founders Hall office if volunteering in Lower School and the Nehemiah Building office if volunteering for the Upper School to register using the Raptor Technology System. A Driver's License is required each time you volunteer.
- Volunteers will be issued a Volunteer Badge which is to be worn the entire time on campus and then returned to the appropriate office staff when leaving for the day.

Expectations for Volunteers

- Complete the registration process;
- Be punctual and reliable for the event(s);
- Notify the school in case of an absence;
- Follow building sign-in/sign-out procedures;
- Wear identification badges issued by the office;
- Practice the professional ethics of confidentiality regarding students, fellow volunteers, and staff;
- Sign and follow the Volunteer Code of Conduct;
- Utilize adult restroom facilities during school hours;
- Notify the school administration if arrested for any reason.

Volunteer Safety and Code of Conduct

Commitment and Confidentially

- We are grateful to our volunteers for making every effort to honor the commitments they have made. If, for some reason, a volunteer cannot meet a commitment, we ask the volunteer to inform the teacher or staff person as well as the school office.
- Volunteers should be prompt; due to scheduling requirements, it is important to utilize time wisely.
- Volunteers often have the opportunity to observe interaction among students. They are sometimes party to privileged information which needs to remain confidential. It is also a breach of ethics to discuss confidential school situations with other parents.
- Confidentiality is a priority. Some students share sensitive information about issues and concerns in their personal lives. Any question concerning a child's behavior, achievement, and/or needs should be immediately directed to their teacher, guidance counselor, or administrator.
- Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families, and the staff.

Discipline Guidelines

- Rules and procedures related to student discipline have been established by the school and individual classroom teacher(s). Classroom teachers and school administrators are responsible for student discipline. These guidelines are maintained for safety and the welfare of all students. Please seek assistance from the classroom teacher in the event that a child misbehaves.

Fire and Emergency Procedures

- Volunteers should make themselves familiar with fire and emergency exit routes posted at the door of each classroom.
- If an emergency arises, volunteers must follow the directions of the school staff that are present.
- In the rare event that a member of the staff is not present, emergency procedures can be found in each classroom.

Open Area Rule

- While working with a student, volunteers should be in the open where others can see them interact with students.
- Volunteers are to never be in a room with the door closed with a student.

Restroom Supervision

- Volunteers are to avoid taking children to the restroom. Lower school students are aware of the proper procedures they are to follow when they need to go to the restroom. If for any reason a volunteer must go to check up on an individual student or feel that a child needs assistance, they should:
 - Seek out another person to accompany them to the restroom to help the child.
 - Go to the exterior restroom door, knock, and ask if the child needs assistance.
 - Go to the office of the Lower School office (Founders Hall) or the Upper School office (Nehemiah Building) if the volunteer feels additional help is required.
 - Ensure a staff member is also present when a child needs assistance with the straightening or fastening of garments.

Siblings

- As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Younger children can be a distraction to students, staff, and parent volunteers in the classroom. Additionally, younger children need to be supervised carefully for their own safety in the school environment.

Transportation and Field Trips

- Volunteers provide a valuable service by helping to supervise students on educational and recreational field trips. The volunteer must read and sign the Field Trip Guidelines for Chaperones provided by the teacher in charge of the field trip in order to be a chaperone on a field trip.

Volunteer Prohibitions

- Outside of members of law enforcement, volunteers are prohibited from possessing any type of firearm, weapon, or explosive on school premises or while on school sponsored field trips.
- Volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering.
- SCS is a tobacco-free school. Tobacco products are prohibited on school grounds as well as any field trip sponsored by the school. Volunteers are prohibited from vaping while on school premises or on a field trip.
- Volunteers are prohibited from the use, possession, or sale of illegal controlled substances on school property as well as on a field trip.

Child Abuse and Neglect Reporting

- Any volunteer who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Department of Social Services for Child Abuse of Wicomico County and Child Advocacy Center (CAC) at 410-713-3900.
- The volunteer shall also promptly notify the school administration that the report has been made and submit a copy of the report to Dr. Steven Lamkin.
- If help is needed with reporting abuse, the following for staff members can be utilized for assistance:
 - Mrs. Tammy Jenkins, K - 8 Guidance Counselor
 - Mrs. Kasi Lyndaker, High School Guidance Counselor
 - Mr. Ross Kaelin, Upper School Assistant Principal
 - Mr. Mike Cody, Lower School Assistant Principal
 - Dr. Steven Lamkin, Principal
 - Dr. Cathy J. Townsend, Head of School

SCS Volunteer Tips for Success

- Relax and be yourself;
- Be friendly toward all students;
- Encourage the students to try and do the activity to the best of their ability;
- Praise individual students for a job well done;
- Remember that a student often responds better to suggestions, rather than commands;

- Allow a student to do what he can do for himself whenever possible;
- Call a student by name at each opportunity;
- Set a good example for the students in every way;
- Be impartial while dealing with students and strive to be fair while attending to different situation;
- Give your full attention to the students you are working with and avoid the temptation of being distracted by cell phones, tablets, or books;
- Be patient while remembering that teachers and students are human. They will have good days as well as bad days, so extending grace is a must;
- Hold questions until an appropriate time when the teacher can direct his/her attention to you so as not to interrupt instruction;
- Respect that a teacher's desk and/or work area is private.

Opportunities for Volunteering at SCS:

- Assist with playground supervision;
- Read stories to children;
- Work with children in special interest areas;
- Present learning game activities to children;
- Prepare and present materials for art, physical education, and music activities;
- Check books out to children in the classrooms;
- Accompany groups on field trips;
- Assist with campus special events;
- Assist with PTF activities and functions;
- Assist in the school office;
- Share technology skills.



SCS VOLUNTEER CODE OF CONDUCT AGREEMENT

- I will treat fellow volunteers, students, and staff with kindness and respect.
- I will wear volunteer identification during my assigned time of volunteering.
- I will NOT contact students outside of school hours.
- I will maintain confidentiality outside of school and will share with teachers and/or administrators any concerns that I may have related to student welfare and safety.
- I will avoid situations where I am left completely alone/unobserved with a student.
- I will maintain professional boundaries at all times and avoid unwarranted and/or inappropriate touching of a student.
- I will not assist with activities of a personal nature that a child can do themselves (changing clothes, using the bathroom, etc.).
- I will not exchange personal communication information (i.e. phone numbers, email, social media) with students.
- I will allow the teacher or other staff members to discipline students, if needed.
- I will not bring siblings or other children along on my volunteer activities.
- I will dress in accordance with accepted social standards connected to the expected volunteer activity (i.e. hiking field trips, classroom reader, art helper, etc.).
- While in a volunteer capacity, I will not drive students to any activity unless preapproved by administration.
- I will use adult bathroom facilities while in school during school hours.
- I will maintain a constructive attitude and have a courteous demeanor while volunteering. This includes avoiding the use of vulgar language and gossip.
- I will refrain from any tobacco products including vaping, chewing tobacco, etc.
- I will always do what is in the best personal, spiritual, and educational interest of every student with whom I come in contact
- I will immediately report any questionable adult or student behavior to the teacher for whom I am volunteering or the administration.
- I have read and understand the above provisions, guidelines, and policies as outlined in the Volunteer Handbook.

Please initial the following statements and sign at the bottom:

_____ I understand this agreement can be cancelled at any time at the discretion of either party (volunteer or administrator). I also understand that violation of the Code of Contract and accompanying guidelines may result in an inability to volunteer at Salisbury Christian School.

_____ I certify that I have not been convicted of a violent crime and/or sex offense whether child or adult.

_____ I further certify that I have read this volunteer handbook and will abide by the Code of Conduct set forth within.

Printed Name of Volunteer: _____

Signature of Volunteer: _____ Date: _____

My volunteering relationship with SCS this year is through (*teacher/student/reason/ etc.*):
