



SALISBURY
CHRISTIAN SCHOOL

Volunteer Handbook

2022-2023 School Year

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Introduction

Dear Friends of SCS,

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.

In Matthew, we read that when children were brought to Jesus for Him to place His hands on them and pray for them, 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.” 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 volunteer here at SCS, please read through this handbook and contact an SCS Administrator if you have any questions or concerns. Also, please sign the acknowledgment page and return it to the Upper or Lower School Office Manager prior to your first time volunteering on campus.

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

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 handbook should be directed to the appropriate supervisor. Any SCS volunteer or the school may terminate the volunteer 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 Principles

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.

Philosophy of Education

The purpose of Christian education is to impart Christ-centered, Biblical knowledge in order to prepare students for life. We believe that the Bible is the only rule of faith and practice for the believers; therefore, a Bible-based philosophy of Christian education presents the Bible as the foundation of all knowledge. It is imperative that every aspect of education is wholly integrated into God’s truth, regardless of the course, so that a Biblical worldview can be taught and all students can know and understand the truths of the Christian faith, incorporating that faith into their personal lives and worldview.

In order for Christian education to be most effective, the home, the church, and the school must establish their precepts upon the Bible and be able to establish practices that can last throughout the child’s life. Christian education recognizes Christ as the authority and Lord of truth (John 14:6) and as the only sure foundation on which truth can be built (1 Corinthians 3:11). Above all, it is essential that we recognize the preeminence of Christ in all things (Colossians 1:18).

In Christian education, we hold *three components* to be essential: the student, the teacher, and the curriculum. Each **student** has been created in the image of God and therefore possesses invaluable worth and potential. As such, each student is not to be compared with other students but viewed as an individual with unique abilities and intellect. In order for the students to maximize their education, they must be actively engaged in the learning process. Each student will be regularly introduced to the gospel, through Biblically integrated course work, chapel, and special Spiritual Emphasis events. Students at Salisbury Christian School will never be able to articulate that they never heard of Christ, of His sacrificial death, or of His resurrection.

Each **teacher** at SCS has a personal relationship with Jesus Christ, as well as a passion for the education of children. The teacher will be educated in his/her respective field and will be skilled in Biblical integration. It is crucial that each teacher knows his/her students and can provide an interactive learning environment in which a Biblical worldview can be expressed clearly and effectively. In addition to providing academic training, the teacher must be able to guide students towards spiritual maturity, as they are conformed to the image of Christ.

The **curriculum** must be based upon an excellent academic foundation that incorporates a Christian worldview throughout its content. Because we want each child to experience balanced growth, our curriculum choices provide opportunities for the social, mental, physical, and spiritual development of each individual. The curriculum exists to help us partner with parents to fulfill their divine responsibility of training up their children (Proverbs 22:6).

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.
- In God's immutable creation of each person as male or female, two distinct, complimentary genders that together reflect the image and nature of God.

Expected Student Outcomes

- **Spiritually, SCS expects its students to:**

- Possess an established faith in God as Creator, Redeemer, and Provider,
- Love and respect the Bible,
- Have a developed Biblical worldview through the integration of life and studies with the Bible,
- Live a life of obedience and excellence for the glory of God,
- Have a servant's heart.

- **Academically, SCS expects its students to:**

- Possess high academic personal standards reaching to their full academic potential,
- Master the fundamental processes in communicating: reading, writing, speaking, listening, and mathematics,
- Possess a love for reading and creative writing,
- Have good study skills,
- Think critically, creatively, and constructively,
- Be independent and lifelong learners,
- Proficiently engage in discussion on current events in the community, the nation, and the world,
- Fulfill the cultural mandate of captivating all areas of culture and nature for the honor of Christ,
- Possess an understanding and appreciation of various world cultures,
- Have an appreciation of the fine arts,
- Have a disciplined approach for logical thinking and research,
- Be proficient in the use of computers,
- Be able to demonstrate life application of math facts, concepts, and skills,
- Possess a scientific understanding of God's creation.

- **Socially, SCS expects its students to:**

- Have Biblically-developed personalities,
- Respect and protect all human life,
- Possess a Biblical view of time, work, and material possessions,
- Be responsible citizens, actively participating in all areas of community life and government,
- Attend and serve a local church,
- Consistently practice Biblical principles within all relationships.

- **Physically, SCS expects its students to:**

- Have respect for the human body as the temple of the Holy Spirit,
- Continually develop fine and gross motor skills,
- Maintain proper dietary habits,
- Be promoters of lifelong health habits.

Volunteer Procedures

Definition of Volunteering

Webster's Dictionary: "Is 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 contact with students.

Rewards of Volunteering

- Opportunity to serve God by serving His own;
- Chance to utilize your specific skills and talents;
- Time spent sharing educational and spiritual experiences with the young people;
- 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!

Volunteer Registration

1. Volunteers should read this Volunteer Handbook and complete the agreement form, 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 procedures and expectations set forth in this document.
2. The volunteer should then return the signed agreement form to the Upper or Lower School Office Manager.
3. The volunteer will then be added to the registered volunteer list and will be available to volunteer at school under the guidance of a school staff member.

Background Checks

- Volunteers should report to the Founders Hall if volunteering in Lower School and the Nehemiah Center if volunteering for the Upper School to register with the Raptor Technology System. Please bring your Driver License each time you volunteer.
- Volunteers will be issued a badge which is to be worn for the duration of his/her time on campus.

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;
- Wear attire that is appropriate for the activity and appropriate for the school setting (student attire guidelines detailed in the Parent / Student Handbook are a helpful reference);
- Avoid distractions including cell phones when supervising students;
- Practice the professional ethics of confidentiality regarding students, fellow volunteers, and staff;
- Utilize adult restroom facilities during school hours;
- Notify the Administration if arrested for a misdemeanor or felony sex, drug or weapon related offense as well as any ordinance violation involving illegal substance.

Confidentiality

- Volunteers often have the opportunity to observe interaction among students. They are sometimes party 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 in your relationship with your student. 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.
- As part of confidentiality, volunteers may not take photographs or video nor make any social media posts when serving in a volunteer capacity.

Discipline Guidelines

Rules and procedures related to a 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 the assistance from the classroom teacher in the event that a child misbehaves. Volunteers should not take on any disciplinary role related to students within the school!

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 is to arise, volunteers must follow the directions of the school staff members.
- In the unlikely 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, they should:

- Seek out another person to accompany them.
- If a child requires assistance, the volunteer should go to the exterior restroom door, knock, and ask if they need assistance.
- If a child needs assistance, the volunteer should go to the Main Office for help.
- Any assistance with the straightening or fastening of garments should only be done in the presence of the teacher or another school staff member.

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.

Playground and Recess Safety

- A minimum of 2 adults per grade level (teacher & aide, aide and volunteer, teacher and volunteer, teacher & teacher, etc.) should be on playground duty each day.
- Parent volunteers should not be responsible for total student supervision – they are welcome to assist an SCS employee with playground supervision.
- Be sure to walk children out to the playground with careful attention to crossing the parking lot safely. Children are not to cross over to the playground unattended.
- Be sure to spread out across the playground for the most effective and highest level of supervision. Assistants, teachers, group leaders, etc. should not be gathered in groups while on playground duty. *Example:* Strategically spreading out to key locations such as Gaga pit, softball field, basketball court and playground equipment will ensure supervision is taking place throughout the playground.
- Cell phone usage (including text messaging, checking Facebook, talking) is strictly prohibited while supervising children on the playground. Exception...if you need to call the main office/911 for an emergency.
- Be proactive in watching for any escalating arguments or disagreements that may arise in order to “keep the peace” and help students resolve issues that arise on the playground.
- Playground Boundaries:
 - Students are not permitted past either end of the dugouts (the end closest to the main playground gate and left field of the softball field).
 - Students should not be behind or inside either dugout. Additionally, students may not play on the bleachers.

- Students are welcome to use the softball field for kickball or other organized games when softball games are not scheduled. ****Students may not climb over the fence at any time to retrieve balls.****
- **Equipment:**
 - Swings: Swings are appropriate for all age groups. Children must swing toward the highway and not toward the school to allow for a safe walkway by the swings. Children using the swings must use the swings correctly; no swinging on stomach, twisting in circles, etc. Jumping from the swings while in motion is not permitted.
 - Sandbox: The sandbox is designated for Pre-K and Kindergarten students.
 - Jungle Gyms: The tan (smaller jungle gym) is designated for Pre-K through 1st grade children. The green (larger jungle gym) is designated for 2nd grade through 5th grade children.
 - Basketball Court: 1st grade through 5th grade.
 - Monkey Bars: 2nd grade through 5th grade.
 - Baseballs/Softballs: Students may only use soft-centered baseballs/softballs while on the playground.
 - Individual teachers can make decisions regarding whether students can bring toys from home for use on the playground.
- **Gates:** Please be sure to close the main (large) gate after entering and leaving the playground. The smaller gate (back of playground) should be closed at all times.

Transportation and Field Trips

Volunteers provide a valuable service by helping to supervise students on educational and recreational field trips. In order to maintain the security and safety of our students, separate Field Trip Chaperone Guidelines form must be completed and submitted to the school annually. Additionally, if transporting students, please remember:

- A student should never be alone in a vehicle with an adult. Volunteers should have another adult present, or if possible, multiple students.
- Students would be transported directly to their destination. No unauthorized stops should be made.
- Students should never be transported without parental permission.
- Volunteers are to avoid any physical contact with students while in a vehicle.
- Drivers are not to have any convictions of influence of alcohol or controlled substance.
- Drivers are to obey all traffic laws and are to make every reasonable effort to assure the safety of the students in the car. All students are to use the seatbelt provided in the car.
- Any volunteer chaperone who is asked to drive students in a vehicle must submit a copy of his/her driver's license and proof of insurance to the school office *prior* to the trip.

Volunteer Prohibitions

- Volunteers may not exchange personal contact information with any students when serving in a volunteer capacity and should not contact students directly outside of school hours.
- Outside of members of law enforcement, volunteers are prohibited from posing 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 and vape products are strictly prohibited on school grounds as well as any field trip sponsored by the school.
- 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, or for assistance in making the report.

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;
- Don't do for a student what he can do for him/herself;
- Call the students 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 taking care of different situations;
- Give your full attention to the students you are working with;
- Avoid the distractions of cell phones, tablets, or books;
- Avoid interrupting teachers during classroom instruction;
- Respect that a teacher's desk and or work area is private;
- Be patient; remember teachers and students are human. They will have good days as well as bad days and will not perform at 100% efficiency at all times.



VOLUNTEER HANDBOOK ACKNOWLEDGEMENT FORM

By signing and submitting this form, I acknowledge that I have received a copy of the Volunteer Handbook and will adhere to the expectations outlined throughout the document. I understand that any questions should be directed to a school administrator. I understand that the most up-to-date version of the Volunteer Handbook will always be available on Parent Resources on the SCS Website.

Additional acknowledgements:

- I agree to treat fellow volunteers, students, and staff with Christ-like kindness and respect.
- 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 agree to avoid situations where I am left completely alone/unobserved with a student.
- I agree to maintain professional boundaries at all times.
- I agree to maintain a constructive attitude and have a courteous demeanor while volunteering. This includes avoiding the use of vulgar language.
- I agree only to do what is in the best personal, spiritual, and educational interest of every student with whom I come in contact with.
- I understand I will only be on school grounds for the day and time that I have signed up to volunteer.
- I have read and understand the above provisions, guidelines, and policies as outlined in the Volunteer Handbook.

I understand that the volunteer relationship with the school can be terminated 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 understand that a new Volunteer Handbook Acknowledgement Form must be submitted each school year.

Printed Name: _____ School Year: _____

Signature: _____ Date: _____