



# Salem Christian Academy

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## SCA Volunteer Policy

Volunteer applications are required annually

### Purpose

This policy sets the expectation for a volunteer as a Christian role model for students. A volunteer is a person who serves in a position of trust, leadership, and has regular contact with Salem Christian Academy students and parents.

### Background

Because Salem Christian Academy is a mission of Salem Baptist Church, the mission and objectives for SCA are interlaced with Biblical principles. Therefore, the lifestyle of each volunteer is an important issue.

### Policy

To be a Christian role model for students, a personal relationship with Christ is essential. As Paul wrote in 1 Corinthians 11:1, "Follow my example, as I follow the example of Christ." The volunteer should exhibit Christian virtues both in and out of school to students and to others. Christian influence is demonstrated by speech, conduct, love, faith, and purity (1 Timothy 4:12). Therefore, the volunteer is expected to be a role model in judgment, dignity, respect, speech, temperament, and Christian living.

The volunteer is expected to follow the dress and appearance guidelines as outlined in the Parent/Student Handbook. The volunteer is expected to maintain a good personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy. It is expected that each volunteer will use discretion in clothing selections to help maintain a professional atmosphere.

As a Christian role model, scripture dictates standards of sexual behavior including, but not limited to:

- premarital, extramarital, or homosexual activity
- sexual harassment
- use or viewing of pornographic material or websites
- sexual abuse of children

Any participation in the list above is forbidden and violates the requirement of being a Christian role model. SCA volunteers should not be alone with any student in a non-public space. Such behaviors are grounds for immediate dismissal from responsibilities and positions. Other grounds for dismissal include abandonment of position, neglect of responsibilities, heresy or any conduct tending to bring discredit upon the school or upon the volunteer that causes a diminishing of his/her effectiveness as a Christian role model for the students at Salem Christian Academy. The use of tobacco and tobacco related products (including electronic cigarettes and/or vaping devices) are always prohibited while on SCA property or within any of the SCA facilities. Any volunteer working in a leadership or supervising role (without being supervised by teachers or staff) is to faithfully attend a local Christian church that does not contradict the fundamental beliefs of the Baptist Faith and Message 2000 (Hebrews 10:25).

The volunteer is to follow the biblical principle of Matthew 18 and Galatians 6:1 regarding disputes and disagreements. All differences are to be resolved using biblical principles, always presenting a united front. Appropriate confidentiality will be observed in regard to student, parent, and school matters (Titus 3:1-2). All volunteers should support school policy and administrative decisions thereby not creating dissension.

Each volunteer also must demonstrate by example the qualities of respect, good judgment, and humility. Prideful conduct, displays of anger, and engaging in gossip or slander are inappropriate behaviors for any Salem Christian Academy volunteer.

Volunteers may be placed into positions where parents seek information regarding their child or other children. Volunteers are never to share personal views regarding the assessment of a child or an incident they may have observed. They are to refer all matters to the classroom teacher or school administrator. It is expected that volunteers never put themselves into a position where their own integrity or the integrity of the staff of Salem Christian Academy might be compromised. Volunteers shouldn't contact students outside school (social media/texting).

## Volunteer Levels

Volunteer policies are established based on three levels. All volunteers must complete a Volunteer Application, beginning at Level One. If a volunteer is Level Two or Three, a background check is required. Volunteers should be aware of the school's driver and chaperone policies. If a volunteer is driving students in their car without their child present, another adult must be present in the car.

1. **Level One** – This level is for parents helping in clerical situations without direct supervision of students or helping in the classrooms but are always supervised by teachers/staff. Volunteer Application and Visitor Pass with Photo ID check are required.
2. **Level Two** – This level is for parents who chaperone field trips, tutor, or have any direct supervision of students. Volunteer Application, Visitor Pass with Photo ID check, and Background checks are required.
3. **Level Three** – This level is for parents who transport students by church bus or personal vehicle. Volunteer Application, Visitor Pass with Photo ID check, Background and DMV checks are required.

## Volunteer Areas

- **Lunch** - A lunch volunteer will assist with the necessary tasks to serve our students during each lunch period. Below are the duties and expectations:
  - Please arrive on time for your shift.
  - Contact the school administrator if you're unable to work your shift.
  - Be attentive. Put away cell phones while students need assistance.
  - Wear gloves when handling utensils, straws, food or drinks.
  - Enforce lunch rules (posted in the cafeteria).
  - Wash hands at the beginning of each lunch period.
  - Sanitize tables with disinfectant spray and a clean paper towel before and after each lunch period. Wipe out chairs with a separate paper towel.
  - Sweep the floor after the last lunch period and throughout lunch periods as needed. Make sure all spills and spots are wiped up.
  - Put any remaining food or drinks in the refrigerator, freezer or cabinet.
- **Tutoring** - A volunteer tutoring students should have sufficient knowledge in the subject area of tutoring. While working with students, volunteers should exhibit patience, compassion, and empathy. A tutor should encourage with uplifting words, guide students toward the answer, and motivate students towards success.
- **Special Events** - A volunteer helping with special events will meet with the coordinator of that event to be aware of duties and expectations required.
- **Classroom Assistance** - A volunteer assisting in the classroom will communicate with the classroom teacher to be aware of duties and expectations required. Volunteers should never usurp a teacher's authority or be expected to assume responsibilities of the classroom teacher. Examples of tasks may include, but are not limited to, making copies, reading to students, constructing bulletin boards, assisting with class parties, or setting up stations/centers.
- **Bus Drivers** - A volunteer bus driver should have the necessary drivers license to operate the church bus.



# SCA Volunteer Application

Volunteer applications are required annually

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
LAST FIRST MIDDLE

Gender:  M  F Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_  
CELL/HOME

Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP CODE

Email: \_\_\_\_\_ Employment: \_\_\_\_\_

Please list all children in your family:

Name	Age	Grade

Please indicate the area(s) in which you would like to volunteer.

- Lunch
- Tutoring
- Special Events
- Classroom Assistance
- Bus Driver

Please list the church you are attending: \_\_\_\_\_

Are you a member?  Yes  No

How often do you attend church?  Regularly  Occasionally  Rarely

Have you accepted Jesus Christ as your savior?  Yes  No

Please list a church reference along with a phone number. \_\_\_\_\_

Do you consent to a criminal background check? Yes No

How long have you resided in North Carolina? If less than 5 years, please list the state(s) and years in which you have resided: \_\_\_\_\_

Do you have any medical training or are you certified in CPR? \_\_\_\_\_

Have you read and do you understand and agree to abide by the SCA Volunteer policy? Yes No

The information contained in this application is correct to the best of my knowledge. I will notify SCA administration of any changes that would disqualify me to be a volunteer including, but not limited to, criminal charges, pending lawsuits, or restraining orders.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_