

# Volunteer Handbook



## Greece Christian School

*Providing a Christ-centered education since 1982*

*"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."*

*1 Peter 4:10*

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**Greece Christian School**

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A ministry of Greece Assembly of God

## **THANK YOU for volunteering at Greece Christian School!**

It is a blessing to welcome you to the ministry team of GCS! Our school is entrusted with the mission of educating students by integrating academic excellence with a Christ-centered approach, equipping them to impact the world. You are a vital part of this mission. The Greece Assembly of God and GCS leadership pray faithfully that God would send the right volunteers to our school. We thank you for the greatest gift you can give our students – your time!

We want GCS to be a ministry that consistently and accurately reflects our four core values – Know Christ, Grow in Christ, Serve Christ and Share the Gospel of Christ. Our God is a God of order; therefore, He commands that His work be ***“done decently and in order”*** (I Corinthians 14:14). This Volunteer Handbook is an attempt to do just that and is designed to clarify the major policies and procedures to ensure an orderly operation of our school. Please invest the time to read, understand, and abide by this handbook.

## **ABOUT THE VOLUNTEER HANDBOOK**

The GCS Volunteer Handbook is a summary of our personnel policies and procedures, as well as a guide to serve our students. GCS employees and volunteers are expected to read, understand, and abide by the policies and procedures in this handbook. This handbook takes precedence over all other previous summaries or statements of volunteer policies and procedures. This handbook may be updated at the beginning of each academic year and administration may also revise or clarify the policies and procedures in this handbook during the school year. If such an update is necessary the administration will communicate the changes through employee meetings, memos, or another method of communication. Administrators shall hold authority for interpreting and implementing these policies. In case of dispute in the interpretation or implementation of policies in this handbook, the Lead Pastor and Principal’s interpretation shall prevail. The Greece Assembly of God Lead Pastor is the superintendent and chief administrator of the school, and the principal, staff, and volunteers work in accordance with the pastor to oversee the day-to-day actions, curriculum, hiring and leading of school personnel and oversight of the student body.

## **I. WHAT DOES GREECE CHRISTIAN SCHOOL BELIEVE?**

### **OUR MISSION**

Greece Christian School has one main function – to provide a Christ-centered education. Our students will develop habits, skills, and attitudes which will allow for great achievement. We seek to develop positive citizens who respect themselves and others, who know how to relate to others, who accept responsibility, who possess a sound mind and spiritual values, and who are using their own individual talents, gifts, and abilities to serve God.

### **FOUNDATIONAL SCRIPTURE**

“...that in all things Christ may have the preeminence.” Colossians 1:18

### **PHILOSOPHY OF CHRISTIAN EDUCATION**

GCS is committed to a Christian philosophy of education. This means that every facet of the educational program is conditioned and directed by a Christ-centered, biblical perspective. Our approach to education is based upon God’s character and involvement in human affairs. God is an all-knowing, all-powerful Creator. Yet, He is also personal and has made Himself known to people. He has revealed Himself through His creation, through His Son Jesus Christ, and through His written Word, the Holy Bible. God has endowed human beings with the capacity and responsibility to know Him. The task of education is the teaching and learning of God’s truth. All truth emanates from God; therefore, a proper study of God’s world will harmonize with God’s Word. The purpose of Christian schools is to assist parents in fulfilling their responsibility for rearing their children in a God-honoring way. God requires that His people live responsible, productive lives on earth. They are to grow in Christ-like character, bear fruit, advance God’s kingdom, and store up treasures in heaven. A Christian education must nurture students to become responsible, productive citizens of earth and of heaven.

### **OUR CORE VALUES AND STATEMENT OF FAITH**

...the Gospel of Jesus Christ.

The Gospel is the Good News of Jesus Christ – who He is and what He has done for us. This message is of first importance. Change this message and the basis of faith shifts from Christ to something else. We must be able to distinguish truth from falsehood since belief impacts action. Our beliefs are based on the Bible, the inspired Word of God. To read more of what we believe, visit: [greeceassembly.org/whatwebelieve](http://greeceassembly.org/whatwebelieve).

## **II. EXPECTATIONS FOR GCS VOLUNTEERS**

All GCS volunteers are expected to be godly, Christ-centered role models and exhibit proper Christlike behavior and decorum while serving at GCS.

### **COMMITMENT AND CONFIDENTIALITY**

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.
- Volunteers often have the opportunity to observe interaction among students. They are sometimes party to privileged information which needs to remain confidential. It is a breach of ethics to discuss confidential school situations with other parents.
- Confidentiality is a priority. Students may share sensitive information about issues and concerns in their personal lives. Any questions concerning a child's behavior, and/or needs should be immediately directed to their teacher or the GCS Principal.
- Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families, and the staff.

### **CONFLICT RESOLUTION**

A complaint should be handled according to Matthew 18:15-17 and at the lowest level of relationship possible. Confronting someone of wrongdoing should be done prayerfully, in humility, and if possible, in person. If you have an offense, disagreement, or grievance against another volunteer, you should go and talk to that person first. If the one-on-one meeting is uncomfortable, you can ask the principal to go with you. If the disagreement cannot be resolved at that level, the principal may deem it necessary to involve pastoral counsel.

Records of all grievances will be maintained with appropriate confidentiality by the GCS Office. Volunteers are to only discuss matters of personal offenses, disagreements, or grievances with the offending party and the principal. GCS deems any communication outside of this protocol as gossip, divisive, and not consistent with Biblical principles or their service with the school and ministry. Volunteers engaging in such conversations will no longer be asked to serve in any capacity within the school ministry.

### **DISQUALIFICATION**

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person is to be afforded compassion, love, kindness, respect, and dignity, and that hateful and harassing behavior or attitudes directed towards any individual are to be repudiated and are not in accord with Scripture nor the spirit of our calling. It is within this context and with this mindset that Scriptural accountability is practiced.

Attitudes and actions that are demeaning and/or divisive, creating a toxic environment, will be addressed in truth and love, in a spirit of meekness and confidentiality. The outcome could result in the disqualification of a volunteer's services. In such situations the principal will lead this process.

### III. VOLUNTEER SERVING GUIDELINES

All volunteers and guests must sign in at the main school office immediately upon arrival.

#### BACKGROUND CHECKS

Only adults who have cleared the background check may serve as volunteers in the classroom, on a field trip, or eat lunch with their child in the cafeteria. The school office facilitates these checks and maintains a list of approved individuals and an updated copy is sent to teachers. The principal or administrator may make an exception for major events like concerts and graduations or when 1) the event is public, and 2) the number of guests is very large.

#### DRESS CODE

To set a good example for our students, volunteers should always dress in a modest, appropriate way that respects the student and staff dress code policy. Please dress in accordance with accepted social standards connected to the expected volunteer activity (i.e., hiking field trips, classroom reader, art helper, etc.). Jeans, slacks, dress pants, capri pants are all permitted (please no jeans with holes). Modest tops, nice T-shirts with minimal writing, collared shirts, dress shirts, sweaters, and sweatshirts are all acceptable. Appropriate footwear is encouraged, and if possible, closed-toe shoes are preferred. For ladies, when wearing leggings or yoga pants, please wear a skirt. Volunteers are also encouraged to join students on themed dress days.

#### VOLUNTEER ID CARDS & SIGN-IN

Volunteer ID cards are issued to volunteers upon entrance to the GCS office or GCS event. Volunteers are to report to the GCS Office immediately upon arrival at the GCS campus and sign in. The GCS Office will issue a Volunteer ID card to the approved volunteer.

**Please Note:** Volunteer ID cards remain the property of Greece Assembly of God and GCS. They are to be turned into the school office before leaving. Volunteer ID cards are not to be duplicated or loaned to someone else.

#### ATTENDANCE

It is appreciated that our volunteers report to serve on time as scheduled and will notify the volunteer supervisor in advance, if possible, when an absence is expected. Volunteer supervisors are the classroom teacher, lunch monitor, event moderator, or field trip coordinator to which that volunteer is assigned.

#### SUPERVISION OF STUDENTS

**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. No volunteer, guest, or chaperone may be alone with a GCS student not related to them.

**Restroom Supervision:** Volunteers are permitted to utilize the adult restrooms only (downstairs – single restroom; upstairs – men’s/women’s restrooms). Volunteers are to avoid taking children to the restroom. If for any reason a volunteer feels that a child needs assistance:

- Seek out a staff member to accompany them to the restroom to help the child.
- Ensure a staff member is present when a child needs assistance with fastening garments.

## **IV. GCS WORKPLACE POLICIES**

### **NON-DISCRIMINATION NOTICE**

GCS does not discriminate against any person on the basis of race, color, national or ethnic origin, gender, age, or physical disability. Suspicion of unlawful discrimination or harassment should be reported in accordance with procedures outlined under "Harassment." As a religious institution, the school reserves the right to refuse acceptance of volunteers, hiring of employees, admitting of students or families, or affiliating with individuals or corporations that do not share the school's religious beliefs and/or meet its religious qualifications.

### **HARASSMENT**

It is our aim to maintain a Christ-filled, learning/working environment that fosters respect for the dignity of every individual and is free from discrimination and harassment. Harassment is defined as any conduct or communication that has the purpose or effect of substantially interfering with an individual's performance or well-being, or that creates an intimidating, hostile, or offensive environment for someone else. Discrimination is considered a form of harassment. Any person who believes he/she has been the victim of discrimination/harassment or a witness to possible discrimination/harassment is encouraged to report the matter immediately and directly to the principal to investigate and resolve. Also, disciplinary actions may be taken against individuals who knowingly report false allegations.

### **DRUG-FREE WORKPLACE**

GCS seeks to provide a safe and drug-free environment for our students and our employees. The following drug-free policy applies to all school functions, whether held on campus or off campus. GCS explicitly prohibits at all its classes, events, and functions:

- The use, possession, solicitation, or sale of alcohol, marijuana, narcotics or other illegal drugs, or prescription medication without a valid prescription.
- Being impaired or under the influence of legal or illegal drugs
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on campus, or while on company business. "Prohibited substances" include alcohol, illegal drugs, marijuana, or prescription drugs not taken in accordance with a prescription given to the employee.

## **V. SOCIAL MEDIA AND COMMUNICATIONS**

### **SOCIAL MEDIA AND ONLINE STANDARDS**

GCS expects all their volunteers and employees to be Christian role models and this expectation also applies to their social media and internet presence. Any postings or presentations that are contrary to GCS's policies, values, or beliefs are grounds for revocation of volunteer status.

### **PARENT-STUDENT HANDBOOK**

All volunteers should know and help implement school policies and procedures in the GCS Parent-Student and Volunteer Handbooks.

### **BRANDING STANDARDS**

To uphold GCS's standard of excellence, all uses of the official school logo and brand elements must adhere to those standards. Additionally, all promotional products and marketing material produced on behalf of GCS must be approved by the principal. Items may include, but are not limited to, athletic attire, event programs, printed materials, spirit wear, and uniforms.

### **DISTRIBUTION OR PROMOTION OF NON-SCHOOL EVENTS/PROGRAMS**

All-school distribution or promotion of events or programs (in school emails, websites, etc.) will be limited to those officially organized by GCS and Greece Assembly of God. Administrative exceptions can be made for events or programs that are not offered by the school or church and directly feed or contribute to school programs. Exceptions must be approved by the principal.

### **PUBLICATION STANDARDS**

All school publications must be in conformity with school policies, values, and beliefs. The school does not accept publications that promote alcohol, smoking, drugs, casino gambling, or other morally questionable activities. We do not publish student's identification in publications that are available to external, non-school audiences. The school office maintains a list of students not permitted to appear in external media (newspaper, TV, etc.). All volunteers are expected to observe those requests when interacting with the media.



## **VI. FIELD TRIPS, SCHOOL USAGE, AND REIMBURSEMENTS**

### **FIELD TRIPS**

Persons driving for a field trip must have a current Volunteer Driver Form on file in the office. When funds are available, a bus could be chartered for long field trips (over 30 miles) or for trips to congested traffic areas. Chaperones and volunteers must complete and abide by the GCS Volunteer Handbook. All persons participating in the field trip are required to abide by school policies. Volunteer numbers for staffing for field trips:

- In a crowded, open environment (e.g. zoo, fair, aquarium, etc.), the student-to-chaperone ratio shall not exceed 3-to-1 for students in grades K-2 and 4-to-1 for grades 3-5.
- In a more controlled environment, teachers may determine an appropriate student-to-chaperone ratio.
- Teachers should not be included in the student-to-chaperone ratio, in order to fulfill their responsibility as the field trip supervisor. This allows them to provide guidance, be available in case of emergency, and/or assist with student discipline.

### **TRANSPORTING STUDENTS**

Only approved volunteers and employees WITH a current driver affidavit on file with the school office may serve as volunteer drivers for the school. The school office maintains this list, and an updated copy is sent out to teachers periodically, as well as upon request. At least two students shall be assigned to each car. No staff member or volunteer driver may be alone one on-one with a GCS student who is not related to them. Volunteers may only transport GCS students in their personal vehicles when serving as a chaperone on an official school function. Volunteers transporting GCS students for personal reasons (e.g. carpooling, birthday parties, etc.) are doing so as a private citizen—not as a representative of the school—and shall assume all liabilities and risks personally.

### **USE OF SCHOOL PROPERTIES**

School-owned properties assigned to volunteers and employees are to be used for school business. The school reserves exclusive rights of ownership over these items. Administration may search, inspect, or retrieve any property that belongs to the school at any time and for any reason as long as one other employee is present as a witness. Items open to administrative inspection include, but are not limited to, offices, desks, file cabinets, storage devices, computers, phones, lockers, and voice mailboxes. All items created using school properties or on company time belong to the school. Excessive or inappropriate personal use of school properties is not permitted.

### **HANDLING OF SCHOOL FUNDS**

When collecting monies for fundraisers or school-related activities, all cash or checks must be submitted to the GCS Finance Director. Monies must be submitted within 24 hours. The employee collecting the money is responsible for its safekeeping until it has been properly submitted to the school office. The employee is also responsible for keeping an accurate account of funds collected.

### **PURCHASING AND REIMBURSEMENT REQUESTS**

Volunteers must have designated authority or prior approval before making purchases for the school. The school will not reimburse volunteers or employees for unauthorized purchases or purchases without a receipt.

## **VII. GCS VOLUNTEER CODE OF CONDUCT**

- 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 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.
- 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 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.



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Greece Christian School is a ministry of Greece Assembly of God.