



**LEGACY**  
CHRISTIAN SCHOOL

# **Volunteer**

## **Handbook**

2021-2022

# Legacy Christian School Volunteer Handbook

Effective August 2021

Thank you for your desire to volunteer at LCS! We are thankful to God for bringing you here to not only help with the day-to-day functions of our school, but also to model Christ and assist students in growing their relationship with the Lord. This handbook outlines the policies and procedures that govern the volunteers of LCS and it is not all-inclusive. These guidelines are subject to change at anytime at the sole discretion of the LCS Board.

We pray that God will bless your time at LCS. We appreciate your willingness to serve the Lord as a volunteer in His school. We pray that you will commit to serving with excellence and have lots of fun too!

For His Glory,

Melinda Just  
K-5 Director

Jodi Monroe  
MS/HS Director

## **Philosophy of Education**

Education is the process of giving intellectual and moral instruction to a student, which allows them to discover truth in their life. We must understand that all truth comes from God and that because of sin we have no relationship with our Creator. Through faith in Jesus Christ, His Son, God provided a way to restore our relationship with Him. Without this relationship, a man may gain vast quantities of knowledge, but he will never be wise. To be educated, a student needs experiences that will provide avenues for learning. The Bible-based curriculum required of LCS students will give them experiences with the truth of God's Word and His world and how to apply these truths to their lives. Students will learn from the godly training of the professionals who direct their educational experiences. These experiences will give them opportunity to develop their God-given abilities in ways that can serve Him. The curriculum, training and experiences are to be accomplished in a way that will bring glory and honor to God. LCS is committed to achieving this philosophy and providing excellent Christian education.

### **Statement of Purpose**

Legacy Christian School (LCS) is an independent Christian school. LCS is committed to the education of children of Christian families through curriculum and activities, which are based on and are faithful to the Bible. The responsibility of educating children lies with the parents, and LCS seeks to work closely with parents to meet the needs of their children. LCS exists to assist the home and church as one of the integral parts of a child's ongoing educational process.

### **Statement of Faith**

We believe that Jesus Christ is the one and only Son of God who died for our sins and arose from the dead. (1 Corinthians 15:1-8)

We believe that the Bible is the inspired word of God – a lamp unto our feet and a light unto our path. (2 Timothy 3:16)

We believe that every person has worth as a creation of God, but that all have sinned and fall short of the glory of God. (Romans 3:23)

We believe that forgiveness of sins and the promise of eternal life are available to those who trust Christ as Savior and Lord. (John 3:16)

We believe that those accepting Christ should repent of sin, confess their faith and be baptized into Him. (Romans 10:9 and Acts 2:38)

We believe that the church is the body of Christ on earth, empowered by the Holy Spirit, and exists to save the lost and edify the saved. (Ephesians 4:1-6)

We believe that Jesus Christ will one day return to earth and reign forever as King of Kings and Lord of Lords. (1 Thessalonians 4:13-18)

### **Qualifications**

To be a volunteer, a person must complete the following:

- \*volunteer screening form
- \*criminal background check
- \*volunteer training

A volunteer must also be:

- \*a person who has personally received Jesus Christ as their Savior
- \*willing to follow the volunteer Code of Conduct
- \*willing to adhere to the policies described in the LCS Volunteer Handbook
- \*free of communicable diseases which may be easily transmitted to children

## Attendance

These policies are intended to guide volunteers in their time responsibilities at school. All volunteers who have committed to a regular time of service are expected to be available at that time. We ask that you arrive five minutes early. This will allow you to sign in on the volunteer sheet at the school office, get your visitor tag and be at your designated area on time. Because of the size of the school and the full schedules each class maintains, your prompt, regular attendance is needed.

If you will be absent, you need to call or e-mail the teacher whom you are serving as soon as possible in advance of your scheduled time. If absences become an issue, we reserve the right to ask you to discontinue making volunteer commitments. As the school grows, it will be harder for all teachers to know every parent or volunteer. We ask that you always wear an LCS visitor tag.

## Code of Conduct

These policies are intended to guide volunteers in the responsibilities associated with their conduct. As a volunteer for Legacy Christian School, you are expected to conduct yourself in a manner that would be pleasing to God and beneficial to the school. The following are rules of conduct for all volunteers.

- 1. Spiritual Responsibilities.** The volunteer shall:
  - a. Demonstrate in attitude, speech and actions a consistent walk with Jesus Christ. (Ephesians 4:23-24; 4:32; 5:1; Galatians 5:22-25)
  - b. Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
  
- 2. Job-related Responsibilities.** The volunteer shall:
  - a. Cooperate with the administration in implementing all policies, procedures and directives governing the operation of the school.
  - b. Notify the administration of any policy he/she is unable to support.
  - c. Know the procedures for dealing with issues of an emergency nature.
  - d. Not show up to volunteer with the scent of tobacco or alcohol on their person.
  - e. Not discuss any information regarding their volunteer time in school that is of a personal or confidential nature.
  
- 3. Personal Responsibilities.** The volunteer shall:
  - a. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
  - b. Meet stress with emotional stability, objectivity and optimism guided by the principles of Scripture. (Phil. 4:4-8)
  - c. Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity and consideration.
  - d. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste and in agreement with the school policy.
  - e. Make an effort to appreciate and understand the uniqueness of the LCS community.
  - f. Maintain a personal walk with God.
  - g. Be faithful in church attendance and active in ministry opportunities.

Failure to follow these guidelines for volunteer conduct may eliminate your opportunities to volunteer.

Our desire is to be more than a mediocre school. Our goal is to complete every area of work to the highest degree of excellence.

***“Whatever you do, do your work heartily, as for the Lord...” Colossians 3:23***

### **Biblical Problem Solving**

One of the things that is unique to a Christian school is a biblical approach to problem solving. Whenever people get together, there are problems that must be solved. God’s Word gives us much instruction in biblical problem solving. The Bible provides clear principles for a Christian as he/she seeks to resolve differences with others. Matthew 18:15-17 teaches us that there is a process for solving problems with others, beginning with a private conversation between the two parties. Clear steps are given to explain how to proceed if there is no resolution. Galatians 6:1 tells us that our motive in confrontation should always be the restoration of the relationship if that is possible. The Lord has called us to be biblical problem solvers and as volunteers at LCS, it is very important to set the example for handling conflicts. Follow these guidelines that God has given when dealing with problems between persons and the school.

Problems with a Staff Member

1. Go directly to the person and discuss the matter. If the matter has not been resolved:
2. Go with another person and discuss the matter. If the matter still has not been resolved:
3. Go with the administrator to the person and discuss the matter.

Problems with a Student

1. Go directly to the student and discuss the matter. If the matter has not been resolved:
2. Go with the teacher to the student and discuss the matter. If the matter still has not been resolved:
3. Go with the administrator to the student and discuss the matter. Parents should be notified of the meeting and any resolution that resulted.

Problems with a Parent

1. Go directly to the parent and discuss the matter. If the matter has not been resolved:
2. Go with another person and discuss the matter. If the matter has not been resolved:
3. Go with the administrator to the parent and discuss the matter.

### **School Day**

These policies are intended to guide volunteers in the daily responsibilities associated with students and the use of the school building. Adherence to these policies will provide a consistent, safe and structured environment for students.

### **Dress Code**

All volunteers are asked to dress in a neat, modest manner. Acceptable dress includes loose fitting slacks, jeans or dresses with appropriate shirts or sweaters. Low-cut tops or tight clothing is not acceptable. The staff is not permitted to wear sleeveless tops or tank tops, so we would prefer that you did not wear them when volunteering in the building. Short skirts or shirts that show midriffs are also not acceptable.

### **Contact with Teachers**

Only in emergency or special, pre-arranged circumstances should a volunteer be left alone in charge of students. When that happens, the goal is to provide consistency for students when not with their regular

classroom teacher. Teachers will tell you their class rules and any other important information needed. We ask that you follow set class discipline rules as well as the school-wide behavior/rewards guidelines.

Upon returning students to their teacher, we ask that you relay **all** details about your time of supervision. This includes all negative interactions between students, no matter how small an issue you think it might be. Teachers need to be able to respond to parent questions and so must know **everything** about your time with students.

### **Volunteer areas**

Volunteers will be needed in the following areas of the school:

- Classrooms/assisting teachers
- Library
- School office
- Parties
- Field trips

Each area has different needs. Please make sure you know all necessary information about the area in which you volunteer. Volunteers will be trained for their specific area of service. We ask that you not bring any personal work (i.e. a book to read, notes to write) to the volunteer area.

### **LCS Workroom**

The workroom has a copy machine, paper cutter, die-cut letter press, and small office supplies for completing paper work and/or projects for the school. We ask that you leave the workroom supplies in that room for staff and other volunteers to use. Please keep the workroom neat by replacing items used, throwing away trash, etc.

### **PTF / Parent Volunteer Room**

This year we also have a PTF/parent volunteer room for your use when helping in the building. You can bring work for the teachers, books to tear out pages, and other school projects to this room to work on. Feel free to use this room as your “home base” when you are volunteering.

### **Fire Drills & Tornado Drills**

Fire drills & tornado Drills will occur randomly throughout the school year. Volunteers are required to exit the building with the staff and students.

### **Safety and Health**

LCS strives to provide a safe and healthy environment for students, staff and volunteers. Along with safety and health codes, there are standards we uphold to maintain this environment. They are as follows:

1. Students are not to be left unattended.
2. A visitor without a tag must be reported to the school office.
3. Emergency procedures must be followed.

### **Room Moms/Dads guidelines**

Room moms/dads will be in charge of certain events or parties for each class. Room moms/dads should check with the individual teacher about all plans for these events. On the day of the special occasion, room moms/dads may prepare the classroom (i.e. decorations, treats) and are responsible for the room clean-up. Teachers will notify each room mom/dad of upcoming events.

### **Discipline Procedures**

The goal of discipline at LCS is that it would be effective, hold students accountable and that through partnering with families, we can help children develop Christ-like qualities. If a student exhibits an attitude or behavior, which is not in harmony with biblical principles, we ask that you follow the teacher’s classroom rules. Some behaviors may be more severe than classroom rules can address. In these instances, we ask that you inform the

teacher immediately.

The environment of our school will be determined by the behavior of everyone in the school. LCS is committed to having a kind, safe environment for all children, staff and volunteers. In order to create this atmosphere, certain student behaviors will be unacceptable and must be addressed. Some of these behaviors will be easily identified as not Christ-like. Other behavior may not be that bad, but they must be addressed because they do not help students in their pursuit of the righteous life that God desires.

The following is a partial list of words/expressions and behaviors that students know will not be allowed to be used without discipline:

1. Lord's name in vain
2. Any word commonly considered obscene
3. Insulting remarks such as stupid, dummy, jerk, loser, etc. meant to belittle someone else
4. Making fun of someone
5. Girlfriend/boyfriend issues
6. Other negative behavior

We ask that you follow the guidelines of our school behavior/rewards program in each instance and report all such behaviors to the classroom teacher when the teacher returns for the class. It is our duty as a school, to create an environment where everyone feels safe and accepted in the spirit of Christian love.

### **Volunteer Children in the Building**

If you are volunteering during school hours, we ask that you not bring children with you.

If you are volunteering after school hours, children may accompany you to do extra work in the school. These children are expected to follow school rules regarding noise and running in the halls. Children must remain with you at all times, for their safety, and also to be courteous of the teachers' efforts to complete their work.

### **Restroom Use**

Our insurance policy prohibits adults from being in restrooms which are used by our students. For that reason, adults are not allowed in the hallway restrooms during the school day. Please use the adult restrooms on the stage, in the teacher workroom, or in the health clinic (in the office).

### **Cell phones**

While volunteering it is important that your attention is focused on the children. Please refrain from using your cell phone while supervising children in the school or on a field trip.



# LEGACY

CHRISTIAN SCHOOL

I acknowledge that I have received the 2021-2022 LCS Volunteer Handbook and have read all the policies. I will adhere to the policies stated herein.

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Printed Name

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Date

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Signature