

PASSAGEChristianAcademy



School Volunteer Handbook

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School Volunteer Program Framework:

Who is a School Volunteer?

A school volunteer is a person willing to take time to share wisdom and experiences with those on the threshold of the future. A school volunteer helps to expand and enrich students' learning experiences by working under the direction of the principal, teachers and school staff.

Qualifications- You should have: a genuine interest in students, a professional commitment to your volunteer activity, regular attendance, a cooperative attitude, flexibility, and a willingness to attend training sessions, as needed.

What are the Benefits of Volunteering at PCA?

The volunteer gains:

- Personal satisfaction from helping children learn.
- Opportunities to learn new skills and polish old ones.
- Knowledge and understanding of PASSAGE Christian Academy.
- Work experience that may lead to a future career.

The student gains:

- Additional individual attention.
- An accepting atmosphere for reinforced learning.
- A chance to succeed, thus building better self-esteem.
- A warm and caring adult who is a role model.

PCA gains:

- Positive interaction within the community.
- Improved student achievement and behavior.
- Increased community understanding and support.

Getting Started

Volunteer Applications

All adult applicants, must complete an application to volunteer and wait for clearance prior to volunteering. The application needs to be completed accurately and in its entirety. The form should be turned in to the Principal. PMI Cooperate office will perform a criminal background check to maximize the safety of our students.

Health Regulations

Please do not come to school if you are ill. This includes a cold, sore throat, or cough. You may think you are leaving the teacher shorthanded, and you may want to volunteer even though you are not well, but doing so is not good for you, the children, or the teacher. Please call the school and leave a message when you have an unforeseen absence. Children learn by example, and we ask that you, as a role model, use good health habits when you are at school.

Attendance

Punctuality and reliability are expected since students are counting on you. Please inform the school in advance of planned absences and call the school for unforeseen absences. Students will be disappointed you cannot come, but will be reassured that you cared enough to call.

Appearance and Manner

Volunteers are considered non-paid employees and should be well-groomed and dress professionally. Short skirts and shorts, exposed midriffs, low cut blouses, and inappropriate graphics/language on t-shirts are not allowable for students, let alone volunteers. If you are not sure how you should dress, please ask the teacher or Principal. Volunteers should also set a good example to students by maintaining professional conduct and language.

Confidentiality

Volunteers must maintain strict confidentiality concerning information they learn about student or faculty. Keep information about students between yourself and teacher. A misplaced comment can be devastating to a student and the family. If you have questions or concerns, talk with the teacher or the Principal.

Sign In/Out

When volunteering always; 1) report to the school office; 2) sign in and out in the volunteer sign-in book; 3). These requirements are necessary because:

- Safeguarding our students and maintaining campus security is of the utmost importance.
- Verified volunteer service can be used as work experience for future employment.
- Individual volunteers will be recognized for their dedication and service to PCA. The record of volunteer attendance is one basis for consideration of these awards.

IMPORTANT VOLUNTEER GUIDELINES

When Working with Students

- ***VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY*** concerning information they see and hear about students and staff, *including students' grades, records, and abilities.*
- Volunteers DO NOT discipline students. Provide "instruction" to students regarding behavior. Report discipline problems to the teacher.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- Volunteers' discussions with teachers should not interrupt class time.
- Volunteers should set a good example for students by their manner, appearance, and behavior. They should be well-groomed, appropriately dressed, and maintain professional conduct and language.
- Volunteers should be in good physical and mental health.
- Volunteers may not give any medication to students.
- Volunteers' comments should not be written on student's papers.
- Volunteers should not laugh at or belittle student answers, or efforts.
- Volunteers should contact ONLY school staff members with any concerns regarding students.
- Comparing and criticizing teachers, teacher assistants, and students is not an acceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.

- Volunteer may not take photographs of students, unless permitted by a school administrator. Never post any student photographs or student information on social networks.
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- All volunteers must sign in/out.

Safety Guidelines

- Know and follow all of the school's safety rules.
- If an accident occurs, immediately notify a staff member.
- Never move a child involved in an accident. A member of the school staff will initiate proper procedures.
- If you are hurt or involved in an accident while serving in your volunteer capacity, you should report the incident to the school office and complete an accident report immediately.

Helping Students Learn

- A student's name is very important. Make sure you say and spell it correctly.
- Make sure your student knows and can pronounce your name.
- LISTEN! Show that you are interested in each student as a person. Listen carefully to what the student has to say.
- Students make mistakes. Assure them that this is part of learning.
- Build the student's self-confidence. Praise your students honestly and frequently.
- Encourage students to feel, smell, taste, and listen as well as look at objects. Let students discover.
- Ask questions that may lead students to the answer instead of telling them the answer.
- Let students try new methods, even if you know an easier way.
- Give students as much time as they need to understand new ideas. Be patient!
- Be reliable. Students will be disappointed when you are absent. Show you care by calling when you can't go to school when expected.

Communicating with Students:

The following suggestions are provided to help you communicate with students to get positive results.

- Be sure the students understand what you're saying. We sometimes use words they do not comprehend.
- Keep your voice as low as possible. The students will get louder as your voice increases in volume.
- Instruct students as though you expect them to comply. Give sufficient warnings and time.
- If students gain your attention and praise only when they behave, they will soon learn that you expect proper conduct.
- Positive statements greatly influence students' attitudes about themselves and contribute to their success-building experiences.

Some expressions to boost a student's self-image:

"I like the way you're working"

"That's right! Good for you."

"That's quite an improvement."

"Good thinking."

"I'm very proud of the way you've worked today."

"It looks like you put a lot of thinking into this."

"That's respectful behavior. Thank you!"



APPLICANT DISCLOSURE AFFIDAVIT

(Please read carefully)

Our agency screens prospective employees and volunteers to evaluate whether an applicant poses a risk of harm to the children and youth it serves. Information obtained is not an automatic bar to employment or volunteer work, but is considered in view of all relevant circumstances. This disclosure is required to be completed by applicants for positions in order to be considered. Any falsification, misrepresentation, or incompleteness in this disclosure alone is grounds for disqualification or termination.

APPLICANT: _____
(Please print complete name and social security number).

The undersigned applicant affirms that I HAVE NOT at ANY TIME (whether as an adult or juvenile):

Yes No (Initial answer under "yes" or "no" and provide brief explanation for a "yes" answer below.)

Pleaded guilty to (whether or not resulting in a conviction);

___ ___ Pleaded nolo contendere or no contest to;

___ ___ Admitted;

___ ___ Had any judgment or order rendered against me (whether by default or otherwise);

___ ___ Entered into any settlement of an action or claim of;

___ ___ Had any license, certificate, or employment suspended, revoked, terminated, or affected

___ ___ Been diagnosed as having or been treated for any mental or emotional condition arising from; or

___ ___ Resigned under threat of termination of employment or volunteer work for; Any allegation, any conduct, matter, or thing (irrespective of the formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

Yes No (Initial answer under "yes" or "no" and provide brief explanation for a "yes" answer below.)

___ ___ Any felony.

___ ___ Rape or other sexual assault.

___ ___ Drug- or alcohol-related offenses.

___ ___ Abuse of a minor or child, whether physical or sexual.

___ ___ Incest.

___ ___ Kidnaping, false imprisonment, or abduction.

___ ___ Sexual harassment.

___ ___ Sexual exploitation of a minor.

___ ___ Sexual conduct with a minor.

___ ___ Annoying/molesting a child.

___ ___ Lewdness and/or indecent exposure.

___ ___ Lewd and lascivious behavior.

- Obscene literature.
- Assault, battery, or other offense involving a minor.
- Endangerment of a child.
- Any misdemeanor or other offense classification involving a minor or to which a minor was a witness.

- Unfitness as a parent or custodian.
- Removing children from a State or concealing children in violation of a law or court order.
- Restrictions or limitations on contact or visitation with children or minors.
- Similar or related conduct, matters, or things.
- Accusation of any of the above.

Explanations:
 (If you answered "yes" to any of the above, please explain. If none, write "none.")
 Description Dates

The above statements are true and complete to the best of my knowledge.

Signature of Prospective Volunteer

Date

Witness to Signature

Date



AUTHORIZATION TO RELEASE INFORMATION

REGARDING:

Applicant's name: _____

Applicant's current address: _____

Applicant's social security number: _____

Agency contact person: _____

Authorization expiration date: _____

I, the undersigned, authorized and consent to any person, firm, organization, or corporation provided a copy (including photocopy or facsimile copy) of this Authorization to Release Information by the above-stated agency to release and disclose to such agency any and all information or records requested regarding me, including, but not necessarily limited to, my employment records, volunteer experience, military records, criminal information records (if any), and background. I have authorized this information to be released, either in writing or via telephone, in connection with my application for employment or to be a volunteer at the agency.

Any person, firm, organization, or corporation providing information or records in accordance with this authorization is released from any and all claims or liability for compliance. Such information will be held in confidence in accordance with agency guidelines.

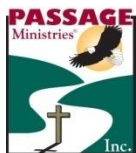
This authorization expires on the date stated above

Signature of Prospective Volunteer

Date

Witness to Signature

Date



PASSAGE MINISTRIES, INC.

STATEMENT OF FAITH

STATEMENT 1: INSPIRATION OF SCRIPTURE

We believe the Bible to be the only infallible, inerrant and immutable written Word of God. The Scriptures, Old and New Testaments, are verbally inspired of God and are the revelation of God to man. It is our only authoritative rule of faith and practice. (2 Timothy 3:15-17, 1 Peter 1:21).

STATEMENT 2: ONE GOD

We believe that there is one God, eternally existent in three Persons, the Trinity: God the Father, God the Son, and God the Holy Spirit. (2 Corinthians 13:14) We believe that Jesus Christ is the Son of the Living God, the Redeemer and Savior of mankind, miraculously conceived of the Holy Spirit, born of the Virgin Mary. We believe in the true deity and full humanity of our Lord Jesus Christ. We believe God is holy, righteous, just loving and full of mercy. We believe in the death, burial, and bodily resurrection of Jesus Christ. We believe in His ascension into Heaven, where He sits at the right hand of God the Father Almighty.

STATEMENT 3: SALVATION

We believe that salvation is by grace, through faith alone. The salvation of sinners by grace, through faith is the all sufficient work of Christ on our behalf upon the cross of Calvary. (Ephesians 2:8; John 3:16; Romans 5:8; Romans 10:8-10) We believe that repentance, which is a sincere positive change of mind in regard to sin, is required of all sinners. (1 John 1:9) We believe that regeneration or the; new birth; is that gracious work of God whereby the moral nature of the repentant believer is spiritually quickened and given a distinctively spiritual life, capable of faith, love and obedience. (2 Corinthians 5:17; Galatians 2:20)

STATEMENT 4: THE GREAT COMMISSION

We believe the Lord commissioned His church; the body of believers -- to undertake the discipleship of the world. (Mark 16:15)

STATEMENT 5: BAPTISM

We believe that water baptism by immersion symbolizes the death, burial and resurrection of Christ; signifies rebirth; and is an outward expression of the believers' inner conviction and faith. (Matthew 28:19) We believe in the baptism of the Holy Spirit that gives the believer power to live a Godly life. (Acts 2:4)

STATEMENT 6: HOLY COMMUNION

We believe the Lord's Supper is an act of obedience and a symbol of the body and blood of Christ and a memorial for believers. (1 Corinthians 11:24-26)

STATEMENT 7: STEWARDSHIP

We believe that each believer is scripturally required to be responsible stewards of the resources which God places in his/her life --time, money and abilities. Each believer should faithfully support the work of expanding the Kingdom of God. We believe that a prosperous life, both spiritually and temporally, is an assurance to the obedient believer. (Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Proverbs 3:9; Malachi 3:8-12; Matthew 6:1-4; 2 Corinthians 9:7; Philippians 4:10-19; 3 John 1:2)

STATEMENT 8: SANCTIFICATION

We believe in the sanctifying power of the Word of God and the Holy Spirit. We believe that the indwelling Holy Spirit enables one to live a Holy and separated life. (1 Corinthians 1:30; 1 Thessalonians 4:3; 2 Thessalonians 2:13; 1 Peter 1:2)

STATEMENT 9: GIFTS OF THE SPIRIT

We believe that the gifts of the Spirit are to be exercised and practiced in the Church. We believe that the Holy Spirit has given to each individual various gifts. Each Christian has a personal obligation to understand accurately what his/her gifts are and to put them to work in the worship of God. (1 Corinthians 12:22-24; Ephesians 4:11-16)

STATEMENT 10: FRUIT OF THE SPIRIT

We believe that the believer shows evidence of a Spirit-filled life. The believer's lifestyle is testimony to his/her true beliefs and convictions. (Galatians 5:22; Ephesians 4:20-32)

STATEMENT 11: DIVINE HEALING

We believe in divine healing through faith in the Name of Jesus Christ. We believe that the redemptive work of Christ on the Cross provides healing for the human body in answer to believing prayer. (Isaiah 53:5; James 5:14-16; 1 Peter 2:24)

STATEMENT 12: THE KINGDOM OF GOD

We believe that the Kingdom of God is the rule of God and His will through the hearts of men in the earth realm. We believe that the Kingdom of God will be in its fullest expression when Jesus Christ returns at the end of this age. (Luke 4:43; Romans 5:17)

STATEMENT 13: FINAL JUDGEMENT

We believe in the eternal life of the believer and the eternal punishment of the unbeliever. (Matthew 16:27; Romans 14:10; 2 Corinthians 5:10; John 14:1-3; Revelation 7:15-17; Revelation 20:10, 15)

STATEMENT 14: THE BLESSED HOPE

We believe that the Lord Jesus Christ will return in His power and glory to receive His Church. (1 Thessalonians 4:16-17)

STATEMENT 15: EDUCATION

We believe that each believer should faithfully study the word of God in order to grow spiritually, do good works, and effectively minister to others. (1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17) We also believe that we honor God and his word when we inspire and help our children learn, plus strengthen and apply our own mental and intellectual faculties for personal and academic achievement. We believe that education enhances our families and communities. The Bible says a number of things about learning, including getting wisdom, and getting understanding: - Forget it not; neither decline from the words of my mouth. Proverbs 4:5 - Wisdom is the principal thing; therefore get wisdom: and with all thy getting get understanding. Proverbs 4:7 - He that refuseth instruction despiseth his own soul: but he that heareth reproof getteth understanding. Proverbs 15:32 - How much better is it to get wisdom than gold and to get understanding rather to be chosen than silver! Proverbs 16:16

STATEMENT 16: THE FAMILY

The family is an institution ordained and established by God as the foundational unit of our human society. Marriage is the uniting of one man and one woman in covenant relationship with God. This union is modeled after Christ and His church in that as Christ is the head of the Church so is the man to be the head of his family. A husband is to love his wife as Christ loved the church. He is to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. Children are a blessing from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. (Genesis 1:26-28; 2:15-25; 3:1-20; 1 Samuel 1:26-28; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7)