



# **Calvary Christian Academy**

**Emmett, Idaho**

Volunteer Handbook

Dear Fellow Servant of Jesus Christ:

It is my pleasure to welcome you to the CCA team. On behalf of the board and staff, we're glad you have joined us and we wish you every success at CCA.

We believe that each volunteer contributes directly to CCA's growth and success, and we hope you will take great delight in being a member of our team.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

In Christ's Service and Yours,

Barbie Getchell  
Principal

## **PURPOSE**

Every student--mission ready. At Calvary Christian Academy we share a vision to raise up Christian leaders, men and women of God, who are prepared to take on the journey He has planned for them. Wherever that path leads-- college, a career, a family, or the mission field, we desire that each student is equipped and ready to follow the calling on their life—to be mission ready.

## **MISSION**

In partnership with families and through a Christ-centered education, we equip students to become leaders in their community by pursuing the heart of God, persevering with a spirit of excellence, and proclaiming the hope of Christ.

## **VALUES**

God-centered- we know the success of this school begins, ends, and depends solely upon God. He directs our work and all that we do is to bring glory to Him.

Excellence- we seek to honor God by maintaining a high standard of excellence in all areas of this ministry.

Leadership- we develop leadership truths in young men and women to help them wisely influence the world around them to impact the Kingdom for Christ, to His glory.

Collaboration- we believe strong partnerships with families, businesses, non-profit organizations, and ministries will benefit CCA students through opportunities for growth and innovation.

Community relevance- we desire to impact our community by creating relationships defined by Christian love and teaching our students to be community-minded.

## **STRATEGY**

- We are devoted to partnering with families in the educational training of their child(ren). We do not take the place of the parent in this training process—we assist parents in our role as an institution of education.
- We fully immerse our students in a Biblical worldview, teaching that all truth is God's truth. We do this in a nonthreatening, nondenominational manner.
- We provide an education that focuses on creative and critical thinking, good study habits, and independent research.
- We strive to provide an environment that is safe for the whole child.
- We encourage and model a commitment to being involved in and giving back to the community.
- We are committed to using relevant technology in the classroom to enhance the teaching/learning process.
- We are committed to keeping Jesus Christ at the center of every decision we make and everything we do.

## **DISTINCTIVES**

### **Partnership:**

CCA believes that when we partner with families, each party—the parents, the child and the school—has responsibilities and expectations in the educational process.

We require that parents be dedicated to the philosophy of CCA. When a family partners with CCA, the school and the home are to work together in the education of the child.

The environment we seek to foster at CCA is largely a product of the values held by the families with which we partner. For this reason, we seek committed Christian families who share our values. Families that CCA partners with are expected to:

- support our discipline ethic in their homes
- permit us to teach their children in matters of faith, according to our statement of faith
- support our cultural values by observing the standards we set for clothing, music, language, and other cultural influences while at school or at school functions

Therefore, parents in partnership with CCA are expected to:

- Accept responsibility for the education and training of their children
- Understand that the Bible clearly teaches that the parents will stand before God and give an accounting of the spiritual development of their child
- Understand and agree with the school's Vision, Mission, and Strategies.
- Consult and be in cooperation with the teacher by being interested in their children's schoolwork, in seeing that their children's homework is completed, in encouraging their children in areas of weakness and in praising them in areas of achievement
- Grant authority to and cooperate with the school in matters of discipline, whether in the form of correction or encouragement
- Support their children and the school in the attendance of meetings, functions, and other activities whenever possible
- Pledge themselves to prayer for and financial support of CCA
- Be devoted to keeping doctrinal controversy and denominationalism out of the school environment

We believe the student is just as important towards effective learning as the parents and the teachers.

Therefore, students in partnership with CCA are expected to:

- Accept personal responsibility for their learning and understand that they are accountable to God, themselves, their parents and their teachers in the educational process
- Understand that to succeed effort must be put forth
- Focus on whatever task they are working on
- Not give up when they encounter difficult schoolwork- persevere with excellence
- Contribute to a positive school atmosphere and exhibit “school spirit”
- Be completely devoted to providing a safe atmosphere at CCA
- Show respect for all people and property
- Respond positively and respectfully to the correction and encouragement of teachers and volunteers
- Desire to develop a healthy relationship with their Creator
- Understand that they have immeasurable worth due to being created in God’s image and to Christ’s sacrifice for them on the cross
- Make Godly principles a part of their daily lives and choices

We are proud of and take seriously our part in the training process of your children. We do our best to excel at the responsibility given to us regarding the educational development of our students.

Therefore, teachers and **volunteers** at CCA are expected to:

- Accept personal responsibility for their teaching and understand that they are accountable to God, themselves, and the parents and students in partnership with CCA
- Hold their students to a high standard
- Be clear in what they expect their students to achieve
- Give meaning for what they are teaching—to provide a sense of purpose for learning
- Monitor student progress on a regular basis
- Establish a safe environment for learning
- Interact with all students, fellow staff, and parents in a professional, confidential, loving, and respectful manner
- Encourage students to work through difficult learning
- Provide an environment for learning that stimulates interest and involves the student
- Require students to develop and use the highest thinking skills possible
- Involve students in team projects
- Be knowledgeable about each student in the teacher’s area of responsibility
- Encourage student self-discipline
- Encourage and facilitate student spiritual growth
- Be dedicated to regular Bible study
- Be devoted to live a Scripturally moral life
- Be committed to professional and personal growth
- Adhere to CCA’s code of conduct and ethical standards
- Work closely with other teachers and volunteers in a team environment
- Cooperate closely with parents

If at any time we feel that a family or parent is not in partnership with us, a conference will be scheduled to discuss whether future enrollment is possible at Calvary Christian Academy.

### **Biblical Worldview:**

CCA will not only thoroughly train our students in the contents of the Bible but we will also explain how the information contained in the Bible interacts with the world around us. Our approach to Scripture and the world around us is traditional and conservative—meaning we believe the Bible to be the *only* inspired written Word of God and that our approach to the Bible is one of traditional family values. This training includes (but is not limited to) an explanation of:

- Our origin in Creation
- Our place in Creation as the caretakers and masters of Creation
- The results of the Fall of Man
- The Christian's response to the suffering found in the world due to the Fall
- The human and individual need for forgiveness of sin
- God's response to this need—the sacrifice of Jesus Christ
- Living a moral life as taught by the Bible
- The Bible's teachings about the family
- The Bible's teachings about sexual immorality
- How Christians are to interact with society
- How Christians are different from but not superior to non-Christians

While we will not compromise on what we believe the Bible teaches, we will carry out Biblical worldview instruction in a gentle and nondenominational manner.

### **STATEMENT OF FAITH**

Volunteers must agree to the following Statement of Faith

1. We believe the Creation account as given in the first two chapters of the book of Genesis.
2. We believe the entire Bible, both Old and New Testaments, as originally inspired, to be the only inerrant, supreme, revealed Word of God. All Scripture is written as a doctrinal standard for our exhortation, admonition, correction, instruction and example; the whole counsel to be believed, taught and followed. (*Acts 20:27; II Tim 3:16*)
3. We believe there is one true and living God; the Creator of all things who is omnipotent, omnipresent, unchangeable and all-knowing; the Great I Am who is manifested in three beings: God the Father, God the Son and God the Holy Spirit, all one God. (*Deut 6:4; Isaiah 44:6; 1 Cor 8:6*)
4. We believe Jesus the Christ to be the only incarnate, begotten Son of God, the Word made flesh, born of the Virgin Mary in fulfillment of divine prophecy at the appointed time, having had His eternal existence as one with the Father before the world was created. We believe that God the Son, Jesus of Nazareth, became flesh in order to redeem the world; died as the

Passover Lamb of God on the Cross of Calvary finishing His perfect atoning sacrifice for the remission of our sins; He bodily arose from the grave on the third day triumphing over death (AMEN!); and ascended into Heaven where He is now reigning at the right hand of God. (*Isaiah 7:14; Matt 26:28; Mark 16:19; Luke 1:27; John 1:14, 29, 17:5, 21-22; 1 Cor 15:4; Gal 3:28, 29*)

5. We believe in the personally revealed being of God the Holy Spirit, who was sent by God the Son to glorify Him, to comfort us and to teach us all truth. The Holy Spirit is sent to dwell in the members of the body of Christ, giving unto each different gifts, empowering them to witness of sin, of righteousness, and of judgment. Natural man cannot know the things of the Spirit, which God sent forth to His children, thus identifying the Church (Israel) in this world. (*Isaiah 44:1-3; Ezekiel 36:25-27; Haggai 2:5; John 14:17, 26, 15:26, 16:7-14; Acts 1:18, 2:33; Rom 8:16; 1 Cor 2:10-14, 3:16, 12; Gal 4:6; Eph 1:13-14*)
6. We believe salvation is by grace through faith, not of works. Eternal life is the gift of God through the redemption that is in our Savior, Jesus Christ. However, each person will be rewarded according to their works. (*Rom 6:23; Eph 2:8-9; Rev 22:12*)
7. We believe that faith without accompanying good works is dead. (*Phil 2:12; Eph 2:10; James 2:14-26*)
8. We believe that the second coming of Jesus is imminent and will be personal and visible. This is our blessed hope and is vital truth that should inspire Christians to live a holy and service-filled life. (*Acts 1:9-11; Titus 2:13; 1 Peter 1:13; 2 Peter 3:11*)
9. We believe in the resurrection of the saved to eternal life and the lost to eternal judgment. (*Matt 25:31-46*)
10. We believe in the unity of all believers in our Lord Jesus Christ. (*John 17; 1 Cor 12 and 14*)

## **Volunteer Expectations**

*Matthew 20:26 ... but whoever desires to become great among you, let him be your servant.*

Thank you for choosing to work at CCA as a servant volunteer. The following are some guidelines for your service:

1. It is necessary to place you where the need is greatest. This may not be your preference but we ask that you “try it on for size.” The staff will do its best to put you where your gifts are best used and you can best serve. It may be necessary for you to stretch your gifts and personality.
2. Because the parent/student relationship sometimes conflicts in the school environment we will place you where this is of no or little issue. Most of the time this means you will not be working with or close to your child. We have found that this is

best for the student, the school environment and the parent. This gives you freedom to be the parent and the school staff to be the teachers.

3. CCA uses restorative practices and this guides our discipline of students. Teachers are trained in these practices. If a student is in need of discipline, it is best to involve the teacher of that student. Of course, let common sense guide you in immediately stopping any behavior that is destructive or disruptive and then let the teacher know as soon as possible.
4. Discussion of students is to be positive. If there are problems or concerns about a student discuss these only with the supervisor of the student involved (be aware of other students present that may over hear conversations). If necessary, the head teacher and/or administrator will also be consulted.
5. Be dependable, arrive on time and come consistently. School functions on daily and weekly schedules and we depend on those coming in and arrange our day accordingly. Please call us if you are sick or cannot come.
6. If you have an idea or question, ask the teacher. We will try our best to listen and respond. Some great ideas have been applied and other great ideas just don't fit our situation.
7. If you have a problem or misunderstanding with ANYTHING, deal with it honestly, openly, kindly and immediately. We are all human and are imperfect. Have the attitude of forgiveness and the mindset that "I want to get along." This is training for us as Christians and the students will reflect and mimic what we do and say.
8. Enjoy your day and the people around you. It makes life happier.

## **Security**

Your classroom teacher will take the lead when it comes to security or incidents on campus. It is your responsibility to be familiar with the CCA Emergency packet and procedures, the layout of the campus, the primary and secondary escape routes for the rooms you work in, and radio procedures if you carry a radio. Your primary classroom teacher is responsible for covering these policies and procedures with you.

## **Dress Code**

There is a relationship between good dress habits and good work habits. Dress and appearance must be characterized by cleanliness, neatness, modesty, appropriateness, and safety. We are the example for students, whether at school or during after-school activities, regardless of location.

During school hours or when representing CCA, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position.



If anyone in your supervisory chain feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

General personal appearance requirements are:

- Shoes must provide safe, secure footing, and offer protection against expected hazards.
- Tank tops, tube or halter tops may not be worn.
- All clothing items be in good repair and not excessively faded.
- Skirts, shorts and dresses must be of modest length.
- Tight fitting extremes in dresses, slacks, or tops must be avoided.
- Leggings or tights must be worn with a dress, skirt, or shorts over them. A sweater dress is fine as long as no part of your rear end shows when bending and moving.
- Blouses and shirts must not be low cut or sheer—remember, you will often be sitting and students will often be standing.
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during school hours.
- Visible tattoos and similar body art should be covered when possible and practical.

### **Resolving Conflict**

At CCA we follow the Mathew 18 Principle regarding conflict. If you have a disagreement or problem with another volunteer or staff member, please do not proceed to talk with other parties not involved with that conflict—this is called gossip. Instead, **STOP-PRAY-GO!** **STOP** talking with those who are not directly involved, **PRAY** for direction and wisdom, and then **GO** talk to the person whom you have the conflict. Most of the time, this will resolve the conflict. If it does not, then take another person with you to talk with the person whom you have conflict. If this still does not resolve the conflict, then please speak with school lead teacher to help you resolve the problem. Remember, a humble attitude, forgiving heart, good listening skills, and grace goes a long way in resolving personal conflict.

## **Child Protection Guidelines**

1. All adults and youth, both employed and volunteer, who work with minors must be screened and undergo a criminal background check prior to beginning work. All persons who work with minors must undergo a Screening Process. The steps and checklist to be used in the Screening Process are labeled "Appendix C".
2. Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any school-sponsored activity or program for minors.
3. Adult survivors of childhood sexual or physical abuse need and will receive the love and acceptance of our school family.
4. Employees and volunteers who work with children and youth shall observe the "two-person rule" or the "open door policy" at ALL times. The "two-person rule" requires that employees and volunteers and supervisors shall make every reasonable effort to avoid situations where an employed or volunteer worker is alone with children or youth without a partner. The "open door policy" requires the door or window coverings be open at all times.
5. Our guidelines and procedures for reporting suspected incidents of abuse, or any behavior, which seems abusive or inappropriate are labeled "Appendix A". Our guidelines and procedures for responding to reported incidents of abuse are labeled "Appendix B".

## Appendix A

### Child Protection Guidelines

#### REPORTING PROCEDURES

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as Calvary Christian Academy to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all employees and volunteers at Calvary Christian Academy must adhere to the following procedures:

If there is any known or suspected abuse or neglect by an adult of a child attending CCA, the teacher and the Principal/Administrator (and anyone else who knows or suspects) has a duty to report the knowledge or suspicion to the appropriate state agency, Child Protection Service (CPS). This is the case whether the suspected abuse or neglect occurs on or off the school premises.

In such an instance:

1. The knowledge or suspicion shall be reported immediately to the Principal/Administrator.
2. The Principal/Administrator in turn shall immediately confer with and report the intended action of the school to the Senior Pastor. The person who makes the report to the Principal/Administrator has the duty to follow up and make sure that the Principal/Administrator has made the proper report.
3. The Teacher, Principal/Administrator and/or Pastor shall immediately thereafter report what is known or suspected to the CPS and as may be required to other law enforcement.
4. The report shall be made as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused or neglected.

In addition, it is the policy of Calvary Christian Academy in such an instance to:

- Inform one or more of the teachers of siblings of the report, if advisable on a need-to-know basis.
- Cooperate to the extent required by the state agency and perhaps beyond.
- Require all persons involved to write a report of all known or suspected abuse which caused the report to the appropriate state agency.
- Encourage the teacher involved to speak only with the Principal/Administrator and Pastor and/or write the report for CPS, and to encourage the teacher to thereafter leave the entire matter in the hands of the Principal/Administrator.
- Maintain the strictest confidence, omitting names even for prayer requests.
- Notify the parents of the victim or apparent victim, if deemed appropriate, as well as of all other children involved.
- Permit anyone involved to meet the Principal/Administrator, but not recommend that more than one group of parents or others involved meet

with the Principal/Administrator at the same time.

\* Physical signs of molestation may include:

- lacerations and bruises
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

\* Behavioral signs of molestation may include:

- nightmares
- anxiety when approaching the school building or nursery or preschool area (beyond normal separation anxiety)
- nervous or hostile behavior toward adults
- sexual self-consciousness or acting out of sexual behavior
- withdrawal from school activities and friends

\* Verbal signs of molestation may include statements such as:

- "I don't like \_\_\_\_\_."
- "\_\_\_\_\_ does things to me when we're alone."
- "I don't like to be alone with \_\_\_\_\_."
- "\_\_\_\_\_ fooled around with me."

\* Adapted from Child Abuse: Governing Law and Legislation by I. Sloan (1983)

## **Appendix B**

### **Child Protection Guidelines**

#### **RESPONSE PROCEDURES**

1. The official spokesperson for Calvary Christian Academy shall be the Principal, or in the absence of the principal, the Vice-Principal or Pastor of Calvary Chapel Emmett. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.
2. The official spokesperson shall immediately report any alleged incident of child abuse to the appropriate local Child Protection Services agency.
3. The care and safety of the victim is our first priority. We will not confront the accused without the approval of the Child Protection Service or law enforcement authorities.
4. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim's family, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
5. We will treat the accused with dignity and respect. If the accused is a school worker, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid employee of our school, his or her income will be maintained, until allegations are cleared by authorities or until criminal charges are filed.
6. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
7. All efforts in responding to the alleged incident of child abuse shall be documented by the principal or, in the absence of the principal, by the previously designated spokesperson, and maintained in a secure and confidential file.

**\*\*Please REMOVE APPENDIX C, VOLUNTEER APPLICATION, and BACKGROUND CHECK and turn in to the office. Please KEEP the handbook for your reference.**

**Appendix C**

**Calvary Christian Academy  
Checklist for Volunteers**

- Be an active member of a local church for at least six (6) months.
- Stressed importance of having a witness present when dealing with children one-on-one (alternative: use open areas, leave door open, install windows in doors).
- Given copy of CCA volunteer handbook.
- Conducted a personal interview or attended a CCA volunteer training.
- Completed a criminal background check every 2 years.
- I have familiarized myself with the CCA Security Policies and Procedures, campus layout, and emergency exit routes.

\_\_\_\_\_  
(Volunteer Signature)

\_\_\_\_\_  
(CCA Staff Signature)

\_\_\_\_\_  
(Date)



***Volunteer Application***

Legal Name: \_\_\_\_\_

Other Names Used:

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Occupation: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Business address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Education Level:

High School \_\_\_\_\_

College \_\_\_\_\_ Field/Degree \_\_\_\_\_

Position & age group you wish to work with:

\_\_\_\_\_

Three references we can contact (pastor is required, please do not include family members):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Days and times available:

\_\_\_\_\_  
\_\_\_\_\_

Experience pertaining to the desired position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other volunteer experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical or medical condition that may affect you working with children or youth:

\_\_\_\_\_  
\_\_\_\_\_

Are you on medication? (If so, what kind and for what diagnosis?)

\_\_\_\_\_

Have you had First Aid training? \_\_\_\_\_

Do you have CPR Certification? \_\_\_\_\_



I recognize that Calvary Christian Academy to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize Calvary Christian Academy to contact any person or entity listed in this application, and I further authorize any such person or entity to provide Calvary Christian Academy with information, opinions and impressions relating to my background or qualifications.

I voluntarily release the Calvary Christian Academy and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the Calvary Christian Academy to conduct a criminal background investigation.

I have carefully read the policy and procedures of the Calvary Christian Academy and I agree to abide by them and to protect the health and safety of the children at all times.

Please initial:

\_\_\_\_\_ I understand the doctrinal affirmation, mission, vision and values for Calvary Christian Academy and will adhere to this when involved with children or youth.

\_\_\_\_\_ I understand the Child Abuse Policy for Calvary Christian Academy and will adhere to this when involved with children or youth.

I understand the responsibilities set forth when working with children as a volunteer for Calvary Christian Academy. I understand the policies that have been presented and will adhere to these policies.

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

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