



# WESTERN CHRISTIAN SCHOOLS

*A Legacy of Excellence Since 1920*

## **PARENT VOLUNTEER HANDBOOK PRESCHOOL – 12<sup>TH</sup> GRADE**

### **MISSION STATEMENT:**

The mission of Western Christian Schools is to provide a Christ-centered community that integrates faith and quality education. The Western Christian community is made up of students, parents, teachers, support staff and administration working together to bring glory to God.

### **PHILOSOPHY STATEMENT:**

Western Christian Schools believe that volunteering is a spiritually rewarding way for parents to connect with the school and their child's education. It is an opportunity for parents to serve our Lord, Jesus Christ, and become an excellent example for their children.

### **Romans 12:10-11**

“Be devoted to one another in brotherly love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord.”

## **VOLUNTEER OPPORTUNITIES**

Parents, grandparents and friends can help WCS in a variety of ways:

### **ATHLETICS**

- Boosters
- Football
  - Sideline chains
  - Security
  - Money Takers
  - Clock Operator
- Volleyball / Basketball
  - Set-up
  - Money Takers
  - Floor Mop
- Baseball / Softball
  - Field Lining

### **CAMPUS DECORATORS**

- Bulletin Boards throughout each campus hall ways and offices
- Decoration for each season (Fall, Winter, Spring, Summer)
- Holiday Decoration around campuses

### **CAMPUS GREETERS**

- Morning and afternoons during pick up and drop off
- Special Event greeters

### **CAMPUS SAFETY MONITORS**

- Assist in parking lot drop off and pick up (before and after school and during high school lunch breaks)
- Assist with special event parking

### **CLASSROOM**

- Box Top and Label Counting
- File Homework Papers
- Grading
- Room Parents
- Teacher Wish Lists
- Yearbook

### **DRIVERS** (field trips, special classroom events)

- Middle School Community and Service Work
- Middle School Sports

### **FACILITIES**

- Campus Clean Up Days
- Carpentry
- Cleaning
- Electrical
- Landscaping
- Painting
- Plumbing

### **FOOD SERVICE**

- Food preparation
- Service
- Snack Cart
- Special Events

### **FUNDRAISING**

- Scholastic Book Fair (K-8) – Monday, October 19 – Friday, October 23, 2009
- Legacy Celebration Dinner, Saturday, November 14, 2009
- Spell-a-thon (K-8) – Friday, February 19, 2010
- Silent Auction – Saturday, May 15, 2010
- Miscellaneous Fundraising Events

### **LIBRARY**

- Assist with class time coverage
- Assist with stocking book shelves

### **MARKETING AND PROMOTION**

- Public Open Houses
- Promotion Booths for Upcoming Special Events
- City of Upland Lemon Festival – Friday, April 23 – Saturday, April 24, 2010

### **NEW PARENT SUPPORT**

- Assist with communication to new families
- New Family Welcome Breakfast

### **OFFICE ASSISTANCE**

- Copies
- Filing
- Mailers
- Receptionist

### **PERFORMING ARTS**

- Choir Performances (set-up and tear down risers)
- Drama Performances (set-up and tear down, ticket sales, promotion)
- Kids on Rock (K-8) – daily helpers

### **SPECIAL EVENTS**

(Set-up and Tear Down, Decorations, Communication, Promotion Booths, Food Service)

- Grand Opening Celebration – Thursday, September 17, 2009
- Harvest Festival / Meet the Teams – Friday, October 2, 2009
- Homecoming Game – Friday, October 16, 2009
- Homecoming Banquet – Friday, October 17, 2009
- Grandparents' Day - Thursday, October 22, 2009
- Legacy Celebration Dinner – Saturday, November 14, 2009
- Staff and Faculty Dinner – Monday, December 7, 2009
- Administrators' Luncheon – Monday, December 14, 2009
- Christmas Program Rehearsal (PS-8<sup>th</sup> Grade) – Tuesday, December 15, 2009
- Christmas Program (PS-8<sup>th</sup> Grade) – Thursday, December 17, 2009
- Teacher Appreciation Week – Monday, February 1 – Friday, February 5, 2010
- Pastor Appreciation (PS-8) – Thursday, March 18, 2010 and (HS) – Thursday, March 25, 2010
- Mrs. Nelson's Book Fair - Monday, March 29 – Thursday, April 1, 2010
- National Day of Prayer – Thursday, May 6, 2010
- Family Fun Night (K-12) – Friday, June 4, 2010
- Alumni Reunion /BBQ – Saturday, June 26, 2010

### **SPIRITUAL SUPPORT**

- Moms in Touch
- National Day of Prayer
- Pray at home for the school community
- WCS Family Encouragement

## **VOLUNTEER GUIDELINES**

### **STATEMENT OF FAITH**

- We believe the Bible, composed of the Old and New Testaments, is the Word of God; a divine, supernatural, infallible revelation. We believe in the plenary, verbal inspiration of the original writings of the Scriptures and thus given are wholly without error of any kind.
- We believe in the Triune God, eternally existing in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of God the Father, and His personal return in power and glory.
- We believe that man, created in the image of God; fell through the sin of the first Adam and in that sense is lost and separated from God. We believe that lost mankind must be born again, regenerated by the Holy Spirit. Salvation is by grace through faith in the Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly and victorious life.
- We believe in the resurrection of both the saved and the lost; they that are saved into the resurrection of eternal life, and they that are lost into the resurrection of eternal damnation. Heaven is a place of blessedness. Hell is a place of eternal suffering.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **DOCTRINAL STANDARDS**

“When the knowledge faces the truth, truth destroys false knowledge.” The Bible department stands firm and resolved on the doctrinal truths that are written in Western Christian’s Statement of Faith. We will hold fast to these truths even in the face of opposition. We declare along with the first point of our statement of faith that the Bible is “Authoritative” on issues of faith and morality. It alone has the final say and final word, and we will teach and present it as such.

### **PROFESSIONAL WORK CONDUCT**

Western is a servant-leader-oriented institution. As such, we request that you to be polite, courteous, prompt and attentive to every student, parent, guest, visitor and fellow-worker. When a situation arises where you do not feel comfortable or capable of handling the problem, you should call your supervisor immediately.

**Ethical Behavior**- It is important that you be friendly in a business-like manner with parents. It is unethical to show favoritism to any parent or student for any reason.

**Confidentiality**- Avoid discussion of other students with parents, and other students.

**Loyalty to WCS**-It is assumed that you will be loyal and uphold all school policies at all times.

### **STANDARDS OF CONDUCT**

- **Romans 12:10:** Be devoted to one another in brotherly love. Honor one another above yourselves.
- **Ephesians 4:2:** Be completely humble and gentle: be patient, bearing with one another in love.
- **Ephesians 4:32:** Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

- **Ephesians 5:19:** Speak to one another with psalms, hymns, and spiritual songs. Sing and make music in your heart to the Lord.
- **Ephesians 5:21:** Submit to one another out of reverence for Christ.
- **1 Peter 3:8:** Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble.

**ALL CHAPERONES, DRIVERS, COACHES, CLASSROOM AND EXTRA-CURRICULAR HELPERS, ETC. ARE EXPECTED TO FOLLOW THE SCHOOL GUIDELINES AND MAINTAIN CHRISTIAN ADULT SUPERVISOR EXAMPLES AT ALL TIMES, INCLUDING:**

**PROFESSIONAL AND PERSONAL CONDUCT**

Your example as a Christian servant-leader is a vitally important part of the training and education provided to our students. Certain types of off-duty conduct may impede our school's legitimate spiritual, educational or business interests. You are expected to conduct your personal affairs in a manner that reflects Biblical and ethical standards. This includes not adversely affecting WCS's or your own integrity, reputation or credibility.

**THE FOLLOWING CONDUCT IS NOT ALLOWED BY WCS.** This list of un-allowed conduct is illustrative only; other types of conduct injurious to security, personal safety, staff member welfare, WCS's operations, or biblical standards may also be prohibited.

- Using school keys for unauthorized access or non-business purposes.
- Removing or borrowing school vehicles without authorization.
- Unauthorized access or copying of any student records or student information.
- Theft, deliberate or careless damage or destruction of school property or the property of any staff member, faculty member, or student.
- Removing or borrowing school property without prior authorization.
- Unauthorized use of school equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on school property.
- Possession of firearms or any other dangerous weapons on school premises at any time.
- Using abusive language on school premises.
- Knowingly placing a student in a dangerous situation.
- Unprofessional or abusive conduct toward a parent, student or staff member.
- Failure to undergo a fingerprint and background check when legally requested or required to do so.
- Violation of any safety, health, security or schools policies, rules or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Unlawfully harassing a student, parent, staff member, or on-campus vendor.

**WITH REGARD TO YOUR PERSONAL, MORAL AND ETHICAL CONDUCT, WE EXPECT THAT YOU ARE NOT NOW, NOR HAVE YOU BEEN IN THE PAST, ENGAGED IN APPROPRIATE CONDUCT TOWARD MINORS. PARENT VOLUNTEERS ARE REQUIRED TO BE FINGERPRINTED.**

1. We expect that you will manifest by precept an example of the highest Christian virtue and personal decorum, serving as a Christian role model (1 Tim. 4:12).
2. No inappropriate language or talk either on campus or while off-site at WCS-related functions (i.e. field trips, etc).
3. Wear Volunteer Parent Badge while on campus.
4. Parents will sign in on the Parent-Volunteer sheet in the main office and obtain their badge at that time.
5. Never be alone with a student one on one in the classroom. (This is the same policy followed by our teachers.)
6. Once the commitment has been made to volunteer please let the supervisor know as soon as possible if you cannot come at the designated time in order to make adjustments within the schedule.

**DRESS CODE**

All volunteers are required to dress appropriate to a K-12 educational institution. Each school may provide you with additional specific policies, but at a minimum, clothing should be neat, clean, modest and tasteful. Please avoid clothing that can create a safety hazard or distraction to the teaching process. Administrators or department managers may also issue guidelines that are more specific. Please note the following:

- WCS shirts or shirts with logos in keeping with the philosophy of Western Christian.
- T-shirts with cut-off sleeves are not permitted.
- Dresses, skirts and shorts must be mid-thigh or fingertip length, whichever is longer.
- Professional dress at events, i.e. Open House, Back to School Night, Legacy Dinner.
- Visible tattoos, tongue rings, lip rings and eyebrow rings are not permitted and are considered a distraction to the teaching process.
- No spaghetti straps.
- Tops must cover midriffs and chest area.
- No low-cut or see-through tops or shirts.
- Pants must meet top, even when sitting, and not reveal undergarments.
- Low rise pants are not permitted.
- Flip-flops are not permitted.
- Tight fitting clothes are not permitted.

**SCHOOL PROPERTY & WORK AREAS**

Computers, desks, vehicles and other specialized equipment that are school property must be maintained according to the school terms of use or rules & regulations. They should be kept clean and organized and are to be used only for education-related purposes. We reserve the right to inspect all school property to ensure compliance with its rules and regulations, without notice. Prior authorization must be obtained before removing any school property from the premises. Common areas such as break rooms and restrooms should be kept clean by those using them. Please clean up after meals and dispose of trash properly.

## **PERSONAL BELONGINGS**

For security reasons, please do not leave unsecured personal belongings of value in the workplace. In case of a security emergency, personal items may be subjected to inspection and search, with or without notice, and with or without prior consent.

## **REQUIRED STATEMENT - DRUG-FREE SCHOOLS & CAMPUSES ACT**

We ask that volunteers will seek to exercise mature Christian judgment in their lifestyles. Extensive studies demonstrate that the use of illegal drugs and the abuse of alcohol and legal drugs can cause impairment to the person using, and also create a danger to other members of WCS community. Specific affects of drugs and alcohol include, but are not limited to: impairment of coordination, slowed reaction time, emotional instability, and reduced judgment capabilities of the user. Known health risks of illicit drug and/or alcohol use include damage to the respiratory and immune systems, malnutrition, seizures, loss of brain function, liver and kidney damage and an array of other possible consequences.

## **SCHOOL STANDARDS**

In order to maintain scripture's mandate to live "above reproach," as well as be in compliance with federal and state law and the Drug Free Schools and Campuses Act (DFSCA), Western Christian Schools requires all volunteers to sign and adhere to a statement concerning substance abuse. Due to the fact that the use of illegal drugs is in direct violation of the federal law, DFSCA, and our employment policies, WCS strictly forbids the use of illegal drugs or the abuse of alcohol (inebriation or alcoholism) by all volunteers at all times while volunteering at WCS. Any use of alcohol, including social drinking, is specifically prohibited while on the campuses or during any official school or corporate function or event.

## **STATE AND FEDERAL LAW**

The California Penal Code states that "every person who possesses any controlled substance shall be punished by imprisonment in the state prison," and that "every person who possesses for sale or purchases for sale any controlled substance shall be punished by imprisonment in the state prison for two, three or four years." Violation of federal statutes governing the possession and sale of controlled substances are punishable by imprisonment and/or fines of controlled substances.

## **SMOKING POLICY**

Western maintains a no-smoking policy on and off the campuses, and at all school or student activities.

## **DRIVER POLICY**

- All drivers are asked to complete the Application for Private Vehicle Use form in the main office.
- Transport only enough passengers as you have seat belts.
- Obtain the map and instructions for the destination from the teacher.
- Please do not bring siblings as it can be a distraction from the responsibilities of the field trip.
- Obtain the cell phone numbers of the teacher and other adults on the trip.
- Music and talk programs that would contradict the biblical philosophy of WCS are not permitted while traveling. Christian music is encouraged. (Only "G" rated movies will be permissible in transport vehicles with DVD/VCR players.
- Parents need to follow each other as a caravan. Do not detour from the group to stop unless you have asked the teacher ahead of time.

## COMMUNICATION PROCEDURE

WCS desires to handle all concerns in a Biblical manner, per Matthew 18 and Galatians 6. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. The complaint procedure is part of each parent's contract at WCS and is necessary for a successful working relationship. Volunteer cooperation in using complaint procedures is vital.

**If you have a specific concern or suggestion, tell it to the appropriate person.** Complaints about school policy or operations should be expressed directly to the person in charge of the department with which you are concerned or have a complaint (for example, K-5 or 9-12 departments, financial issues in the Business Office, etc.).

**Here is the step-by-step procedure to follow:**

**Step 1** All classroom situations should go to the teacher first.

**Step 2** If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification and additional follow up. Sometimes, another individual might not be aware that the issue has not been resolved.

**Step 3** If the situation cannot be resolved after further clarification with the teacher, then see the principal / vice principal or director of the department who will meet with both you and the staff person involved. The goal of this communication process is to have concerns and complaints resolved at the department level.

**Step 4** If the situation reaches an impasse after Steps 1, 2 and 3 (after you have met with the head of the department), have been attempted, then unresolved concerns may be taken to the Superintendent by requesting a meeting to discuss the issue.

**Step 5** If the Superintendent is unable to resolve the situation, (you may need to seek additional information and follow through with additional information or clarification with the Superintendent) and it is not resolved at that follow-up level, a request for involvement may be submitted to the Board. A letter specifically explaining your concerns and the individuals involved, submitted to the office of the Superintendent, will start this process. The Board, at its next regularly scheduled meeting, will consider the written correspondence and a response will be given accordingly.

**Step 6** Christian conciliation / arbitration.

**When expressing a concern, please keep the following in mind:**

- **Express it promptly.** Keeping it to yourself can cause ill feelings and friction, which would decrease our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else. (Matthew 5:23-24)
- **Express it clearly.** Make sure the person (teacher, principal or department leader) to whom you are expressing your concern is aware of all the details relating to the situation and exactly why you are concerned. Misunderstandings of complaints can lead to further problems.
- **Express your concern only to the persons who are an immediate part of the solution** (for example, teacher, principal, department leader). Discussing concerns with persons other than those directly involved is considered gossip and causes dissension.
- **Pray about it.** Ask God to help you make your complaint in such a way that it will result in the betterment of our school and for the glory and growth of His kingdom.
- **Christian Reconciliation:** The parties are Christians and believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private (1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20). As a volunteer at WCS, you agree that any claim or dispute arising out of or related to their employment shall be settled by biblically based mediation, and if necessary, arbitration in accordance with the Rules of Procedure for Christian Conciliation. Volunteers agree that these methods shall be the sole remedy for any controversy or claim arising out of their employment, and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Additional information regarding binding arbitration can be obtained through the Business Office.

**WESTERN CHRISTIAN SCHOOLS  
PARENT VOLUNTEER  
CODE AND COVENANT**

As a volunteer of Western Christian Schools, I understand I am to uphold the guidelines as stated in the Parent Volunteer Handbook and the Family Handbook. I have read and understand the policy of Western Christian Schools.

I will work with other parents in a collaborative spirit, which is necessary for any parent leadership at Western Christian School. I will listen to other ideas and work as a team with other parents as we serve our children and above all, Jesus Christ.

When there is a problem to be resolved I will take it directly to the teacher or the person involved. I will act responsibly and follow the Biblical model of Matthew 18:15-17 which says, "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them tell it to the church."

I will not be involved in the spread of gossip.

When working as a classroom volunteer I will not comment to others, observations made of student behavior, or on skill and ability level, for the protection of all children.

I understand that should I not uphold these guidelines as a volunteer of Western Christian Schools, I will be asked to step down from my duties.

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

Dear Volunteer Parent,

Western Christian Schools wants to thank you for making the commitment to volunteer your time and effort for our campuses. We appreciate you and your family for everything you do. Volunteering is a great way to connect with the school and have a hands-on experience with your child's education.

We understand that it is difficult to find the time to volunteer with your busy work schedules; therefore, it is a sacrifice to be involved. Your prayers and support mean so much to the administration, teachers and support staff here at Western. We couldn't do it without volunteers like you.

Your child's education is one of the most important investments you will make for their future. That is why we want to thank you for your heart felt desire to become involved. Western Christian believes that success comes from strong teamwork. Let us pledge to work together to bring glory to God's school as one body of Christ.

I Corinthians 12: 4-6 tells us, "There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men."

Western Christian is extending this invitation to join us in serving our Lord that we may all hear some day, "Job well done, good and faithful servant."

In Christ's Service,

Western Christian Administration