

CORNERSTONE CHRISTIAN ACADEMY PARENT VOLUNTEER POLICY

Cornerstone Christian Academy (“CCA”) will enhance the effectiveness of its student programs by providing parents the opportunity to have firsthand knowledge of the school through active participation in the daily educational process.

“Volunteers” are persons who freely offer their services without expecting to be paid or compensated in any manner.

“Principal” shall refer to an Administrator of CCA.

The CCA Volunteer Program is established for the purpose of:

- (1) Providing pupils more individual attention, thereby enriching student growth and achievement;
- (2) Enabling the teacher to be more productive in terms of student achievement, and improve teaching conditions which will make the teacher more effective;
- (3) Allowing the parents to be actively involved in a real school situation, thus the parent will be better able to enhance the quality of family life;

The Board encourages the involvement of parents and/or guardians in the curricular and extracurricular programs of the school.

Individual Volunteers

1. All volunteers will be subject to CCA’s policy for background checks (which will include a criminal background check) as administered for regular employees.
2. Volunteers who offer to use their personal vehicles for transporting students to off-campus school activities must be over the age of 25 years, have a current U.S. state-issued driver’s license, and proof of insurance. The vehicle must be in good repair, suitable for the transportation of minors, and have properly installed seat belts for each passenger. The driver will be subject to a driving record check which indicates no accidents or tickets for the previous three years.
3. Volunteers who assist with school programs on irregular or isolated occasions should be informed of CCA policy relating to voluntary services.
4. Volunteers who assist with school programs on a regularly scheduled basis or for a significant amount of time should sign a volunteer’s agreement. Those volunteers who are in direct contact with students must also sign CCA’s Statement of Faith. A signed Statement of Faith will not be required for volunteers not in contact with students.
5. Volunteers shall not directly supervise students. However, volunteers may assist in student supervision working under the direction of a professional. The professional shall be responsible

for direct supervision. Volunteers may perform services with the mutual agreement of the school principal, teacher, and the individual volunteer, and he/she shall work under the direction of the principal.

Volunteer Activities

Volunteers may assist students; provide clerical, custodial, or maintenance assistance; organize and conduct activities to enhance the instructional program or the school extracurricular programs; or perform any other appropriate function.

The principal shall give written authorization to volunteers who agree to assist in chaperoning school activities or bus trips.

Volunteers may not:

1. Administer formal testing to individual students,
2. Record or have access to individual test scores,
3. Diagnose reading or other academic problems,
4. Administer formal discipline or
5. Directly supervise students.

Volunteer Groups or Agencies

Volunteer groups are subject to the same provisions as individuals except that:

1. The officers of the group or agency have the responsibility of informing their members of policy relating to voluntary service, and
2. The officers may execute a volunteer's agreement on behalf of their members.

Liability

The use of volunteers shall not release the teacher or principal from responsibility.

CCA may at any time, with or without cause, terminate the volunteer's relationship with CCA or make changes in the nature of the volunteer assignment.

No person who has a conflict of interest with any activity of CCA, whether personal, philosophical, or financial, should serve as a volunteer absent full disclosure of the conflict to the PRINCIPAL.

All volunteers must complete an orientation of CCA's culture and programming. The orientations are to be completed by the appropriate manager. The orientation is determined by CCA, and depends on the service to be performed. In lieu of or in addition to formal orientation, CCA may

provide volunteers with on-the-job training to provide the volunteer with the information and skills necessary to perform.

Any reimbursement of expenses incurred by a volunteer will be qualified and processed in accordance with CCA's qualified reimbursement policies.

Before taking any action or making any statement that might adversely affect or obligate CCA, volunteers must seek approval from the supervisor or PRINCIPAL. These actions may include public statements to the press, lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of CCA only as specifically indicated within their assigned job descriptions or assignments.

A volunteer under the care of a doctor for either physical or psychological treatment that may affect performance must cease performance of services, notify the volunteer supervisor, and should present a certificate of fitness for duty from a doctor.

Volunteers are responsible for notifying their immediate supervisor and co-workers/co-volunteers of any hazardous situation or condition discovered by the volunteer. Liability, injury and accident insurance are usually not provided for volunteers. Volunteers should consult with their own insurance agents regarding the extension of their personal insurance to include volunteer work.

No community service hours will be given to people who need community service hours for a federal or state violation, absent full disclosure to and written permission from the PRINCIPAL.



CORNERSTONE CHRISTIAN ACADEMY

PARENT VOLUNTEER AGREEMENT

As a volunteer worker at Cornerstone Christian Academy, I realize that I will not be paid or compensated in any manner for my services. I have been advised of my volunteer responsibilities by a member of the school administration and have received guidelines regarding my specific responsibilities.

While working as a volunteer authorized by the principal, I understand that I may not be covered with liability insurance. Liability and accident insurance is not provided for all volunteers. I understand that I should consult with my own insurance agent regarding the extension of my personal insurance to include community volunteer work.

I realize that my services do not replace or relieve the regular employees from their responsibilities, but serve to allow the regular employees to do a better job in completing their assignments.

If problems arise during my work as a volunteer, I understand that I should discuss these problems with the teacher or service employee I am working with. If necessary, I will make the principal aware of concerns that cannot be handled by the teacher or staff employee with whom I am working.

If I cannot fulfill my responsibilities as a volunteer, I will make the principal or appropriate staff member aware as soon as possible so arrangements can be made to cover my responsibilities. If the school does not need my volunteer services, I understand that a CCA staff member will make every effort to notify me in advance.

Signature of Volunteer

Date

Signature of Principal/ Volunteer Coordinator

(Adopted October 2011)



***CORNERSTONE CHRISTIAN ACADEMY
Philosophy, Doctrinal Statement, and Statement of Faith***

Please read the following statements and sign below.

Philosophy-

Cornerstone Christian Academy's mission is to equip students with skills for life and faith for eternity. We strive to provide each child with a quality education integrated with Biblical knowledge in a safe and secure environment of demonstrated Christian values and principles. We exist to foster the spiritual, academic, physical and social development of all of our children.

Doctrinal Statement of the First Colony Church of Christ-

We Believe Jesus Christ is the head of His church (Ephesians 1:22-23) and that authority for life and doctrine rests in Him (Hebrews 1:1-14).

We Believe the Bible to be the only inspired, infallible, and authoritative Word of God. We accept the Old Testament writings as the history of God's dealings with His people, preparing the world for His presence in the person of His Son, Jesus. We also accept the New Testament, in conjunction with revelations recorded in the Old Testament, as the sole authoritative source of information concerning the will of God manifested in the person, life and teaching of Jesus Christ.

We Believe there is one, true God who is the creator of the heavens and the earth. God is eternally existent in three personalities: Father, Son, and Holy Spirit.

We Believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miracles, atoning death on the cross, bodily resurrection, bodily ascension into heaven, and His personal return once again in power and glory.

We Believe that salvation cannot be gained by human effort, but only through God's grace in the redemption He provided in Jesus Christ, a redemption which is responded to by faith and which leads to a life devoted to obeying God.

We Believe in the ordinances authorized for the Church in the New Testament, namely Baptism (immersion in water) and the Lord's Supper. Immersion, as commanded and exemplified in the New Testament, is a burial in water with Christ and resurrection to a new life with Him in the Spirit (Romans 6:3-4). The Scriptures record that the early Church frequently observed the Lord's Supper as instructed by Jesus (1 Corinthians 11:23-26; Acts 2:42; 20:7). We, therefore, take communion each Sunday.

We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. The Holy Spirit also empowers believers for service and seals them unto the day of redemption.

We Believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of condemnation.

We Believe that all who by faith are baptized into Jesus Christ are immediately placed by the Holy Spirit into one united spiritual Body, the church, of which Christ is the head. The purpose of the church is to glorify God by building its members up in the faith, by instruction of the word, by fellowship, and by advancing and communicating the gospel to the entire world. The formation of the church, the Body of Christ, began on the Day of Pentecost and will be completed at the coming of Christ.

We Believe that we should cooperate in all possible ways in God's work with our fellow believers, being patient with one another in our differences.

Statement of Faith-

I believe

- The Bible to be the only inspired, infallible and authoritative Word of God.
- There is one true God, the creator of the heavens and earth, who exists in three distinct persons; Father, Son and Holy Spirit, and whose existence spans eternity.
- The deity of our Lord Jesus Christ, the one and only son of God.
- In the indwelling and active ministry of the Holy Spirit in the lives of Christian believers.
- That salvation comes by God's grace made available to me through the death and resurrection of our Lord Jesus Christ and is demonstrated by my faith in God's redemption of my sinful state.

Acknowledgement

As a CCA volunteer and servant of God, I pledge myself to perform my duties so as to make the greatest possible contribution to the intellectual and spiritual welfare of the students with whom I may interact. I shall cooperate to the fullest extent with my fellow workers and those entrusted with the administration and operation of Cornerstone Christian Academy.

I have read the Cornerstone Christian Academy Philosophy and Doctrinal Statement of the First Colony Church of Christ, these being the Christian basis of the school; and in signing this statement, I agree to serve in a manner consistent with the philosophy and doctrinal statement.

I hereby individually and unreservedly acknowledge the truths set forth therein in the Statement of Faith as my personal convictions.

In addition, I do hereby agree to perform in good faith the expectations of the school's administration and to maintain the standards of personal conduct at all times that will ensure that Cornerstone Christian Academy presents a positive Christian testimony.

Signature of Volunteer

Signature of Administrator

Date

Date