

Cornerstone Christian Academy Volunteer Policy

Purpose

CCA has created volunteer positions to assist in the classroom and with other various projects. The purpose of this policy is to ensure that having parents at the school on a regular basis can continue to be a blessing to both the school and parents. It is also the intent of this policy to ensure all volunteer positions have a consistency throughout school activities and programs.

Value of Volunteers

CCA relies on the efforts of volunteers to provide support to students and staff. We value our volunteers and recognize the vital role they play in the physical and emotional development of our youth. Volunteers have a right to be treated respectfully and with sensitivity to their particular strengths, capabilities, limitations, and needs.

Volunteer Application

To ensure a mutually beneficial experience for volunteers and CCA staff and students, all potential volunteers must apply before they can be accepted. Ongoing supervision, evaluation and feedback ensures high standards in our volunteer program. Specific procedures will be dependent on the particular position. A volunteer who is deemed unsuitable, or for whom there isn't a match, may be referred to a more appropriate position, or may not be placed.

Volunteer tuition credit program

A parent may choose to volunteer his or her time and abilities as a gift to Cornerstone Christian Academy, or may choose to apply those hours, at a value per hour as predetermined by Administration as credits towards school tuition.

Volunteer tuition credits, for those who choose to apply hours towards school tuition, are available for activities such as classroom support [arranged through consultation with administrator and classroom teacher], working the day of fundraising events [arranged in consultation with the Fundraising Committee], and other projects approved by Administration or the Board.

CCA has implemented the following cap of tuition credits:

One student/family: maximum tuition credit \$500

Two students/family: maximum tuition credit \$1,000

Three students/family: maximum tuition credit \$1,500

Some classrooms may require support on a regular basis, and the Administration may advertise a Classroom Support position to fill that need. Volunteers are encouraged to apply for these positions. The tuition credits earned for these Classroom Support positions do not exceed the family's tuition charge for the year.

Volunteer positions and paid classroom support positions expire at the end of the current school year.

CCA Parent Volunteer Guidelines

Thank you for volunteering at Cornerstone Christian Academy. The time and effort you will put in helps our community to better reach the needs of our students. In order for volunteer involvement to be successful and effective, we need to adhere to these critical elements:

- Punctuality:** Please let the school know when you are going to be late or are unable to attend a scheduled session.
- Consistency:** Be familiar with rules and routines that students need to follow, and be willing to defer to staff in all situations.
- Communication:** To notify staff of problems and to know when teacher intervention is required.

The below guidelines help insure that these elements are met and that safety of our students is taken care of:

1. Volunteers are there to support both classroom learning and the school values associated with our Statement of Faith. Questioning or disagreements with either should be done in private and in person.
2. All volunteers who work with children are required to fill out a Vulnerable Sector Check.
3. Please sign in at the office before volunteer time begins, and sign out once you are finished and ready to leave the school.
4. If a student is disrespectful or refuses to listen to you, please bring it to the attention of a teacher. If you cannot leave, send another student to fetch the teacher.
5. All student injuries need to be reported to a teacher or the Office Administrator and an accident report form must be filled out. If you encounter a severe injury that you cannot treat, immobilize the student (apply pressure for bleeding), and send a student for teacher assistance immediately. There is a first aid kit in the staff room.
6. Volunteers need to follow the student dress code.

Avoid:

- Arguing with Students: If they are having difficulty responding to you, it is time to involve a teacher otherwise it becomes a personal issue between a volunteer and a student that leads to inappropriate behaviour.
- Physical Contact: Avoid physical contact unless the safety of the student becomes an issue. It is better to remove everyone away from a violent student than to try restraining that student. In those extremely rare cases that physical intervention is required, please send for the principal or a teacher.
- Leaving students unsupervised for long periods of time: If you need something, send a student if possible.



CCA VOLUNTEER APPLICATION

Thank you for your interest in being a volunteer at Cornerstone Christian Academy. We value our volunteers and recognize the vital role they play in the physical and emotional development of our youth. We thank and commend our volunteers for the interest, sacrifice and commitment they make to our children, our programs and activities, as well as the positive impact they have on the overall quality of life in the school community. We appreciate your willingness to assist us in providing experiences and activities to enhance our school program.

IMPORTANT: Please note that all prospective volunteers must complete the following Requirements. These requirements are necessary for our legal protection as well as your own.

- ◆ complete the Volunteer Application
- ◆ provide a current Vulnerable Sector Check according to the terms, conditions and timetable established by the Board if your application is successful.
- ◆ read and sign the CCA Statement of Faith, the CCA Covenant Form, and the CCA Volunteer Confidentiality Agreement
- ◆ volunteer Coaches must reapply for consideration for coaching each sport, each season and each year.

Completion of these requirements does not guarantee you a volunteer position.

Surname Name (please print)

First Name and Initial

Maiden Name if applicable

E-mail address

Address (street, avenue, apartment #)

City

Postal Code

Phone

Emergency Contact (name)

Applicant's Cell No.

Emergency Contact Phone

Relationship

Areas of Interest

Volunteer role (select one or more):

- | | | |
|---|---|---|
| <input type="checkbox"/> Classroom Support | <input type="checkbox"/> Sports Program | <input type="checkbox"/> Parking Lot Snow Removal |
| <input type="checkbox"/> Office Support | <input type="checkbox"/> Fundraising | <input type="checkbox"/> No Preference |
| <input type="checkbox"/> Hot Lunch Program | <input type="checkbox"/> Maintenance | |
| <input type="checkbox"/> One-to-one tutoring | <input type="checkbox"/> Landscaping | |
| <input type="checkbox"/> Other (please explain) _____ | | |
| <input type="checkbox"/> Subject preferred, if any: _____ | | |

Grade Levels Preferred, if any:

- | | | | |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Early
Elementary | <input type="checkbox"/> Older
Elementary | <input type="checkbox"/> Middle School | <input type="checkbox"/> High School |
|--|--|--|--------------------------------------|

Educational Level/Work Experience

Please check highest level of schooling:

☐ High School

☐ College

☐ Post Graduate

Work Experience:

Volunteer experience:

Availability

☐ Entire school year

☐ Sept

☐ Oct

☐ Nov

☐ Dec

☐ Jan

☐ Mornings

☐ Feb

☐ Mar

☐ Apr

☐ May

☐ June

☐ Afternoons

Preferred day of the week

☐ Mon

☐ Tues

☐ Wed

☐ Thurs

References

Please list two or three references (unrelated to you) who know you well. One reference must be from your pastor.

1.	<hr/>	<hr/>	<hr/>
	Name	Day Phone	E-mail address
2.	<hr/>	<hr/>	<hr/>
	Name	Day Phone	E-mail address
3.	<hr/>	<hr/>	<hr/>
	Name	Day Phone	E-mail address

ELIGIBILITY

The Administration reserves the right to accept, decline, or release any volunteer in the program at any time.

VOLUNTEER CODE OF CONDUCT

- Work harmoniously with School staff, students, other volunteers, and the community.
- Be dependable in attendance, punctuality, and performance of duties.
- Listen sympathetically to students and staff but never offer personal opinions.
- Never discuss personal issues or problems in public.
- Misrepresentation or omission of pertinent facts in the application may be cause for rejection or dismissal.

EXPECTATIONS

- Volunteers are expected to dress accordingly to the school dress code, taking into consideration the work to be performed, the environment, and safety.
- Volunteers will be oriented and trained, as necessary, by the teacher they are assigned to.
- Volunteers requiring an absence shall inform their designated contact at the school.
- Volunteers regularly scheduled within a classroom should notify the teacher well in advance if unable to report.

Personal Testimony:

Why I would like to be a volunteer at CCA:

Special Skills and Certifications (List any special certifications (i.e. CPR, Medical training, etc) and any training or skills you have that may assist you in your volunteering responsibilities):

Any questions or concerns I have about Volunteering with Young People:

FOR COACHES:

If you are interested in assisting by coaching a team please state your general coaching philosophy as it relates to coaching a youth sports team and describe your coaching goals and the objectives you wish to accomplish as a youth sports coach. Also list any previous coaching you have done, (please include the sport, age group, grade level, etc.). List personal playing experience in this or any other sport, e.g. youth/recreational, high school, college, pro as well as any youth sports coaching certification, coaching clinics or coaches training you have taken part in.

An application does not guarantee a position as a volunteer or as a coach. All decisions regarding coaching positions are made exclusively by the school administrator in consultation with the CCA Athletic Director.

POLICY AND PROCEDURE FOR VOLUNTEER COACHES

- Coaches are required to report all injuries and unsafe playing conditions promptly to the School Administration.
- Coaches must never leave a child alone at the conclusion of a practice or game.
- Private and one-on-one coaching sessions with children are strictly prohibited.

COACHES AGREEMENT

If selected to coach a team, coaches must:

- abide by all league rules as well as all policies and procedures.
- attend all coaches meetings (pre-season, post-season and in-season).
- be true to the terms and conditions of the CCA Staff and Directors Covenant Form.
- be responsible for the behavior of the team at all times.

General Coaching Philosophy:

Coaching Goals and Objectives:

Volunteer's personal information not classified as public data is strictly confidential and will be used only to process the volunteer's placement. The data collected on this form is used to determine an appropriate volunteer placement. You may refuse to provide the data but, if you do, you may not serve as a volunteer working with students in Cornerstone Christian Academy

Criminal History

CCA requires all prospective adult volunteers to obtain a current Vulnerable Sector Check. The checks cover the entire adult life of the individual and will identify disqualifiers as prescribed by Federal Law. The results of the background checks are held in strict confidence by CCA Administration.

Have you ever been convicted of a summary or indictable offence? Traffic violations are not criminal offenses in Canada and do not reflect on your record.

☐ Yes ☐ No. If yes, please explain below:

I understand that submitting this information does not guarantee my acceptance as a Volunteer at CCA, and that assignment of volunteer work is based on the assessment made by the School Administration.

I understand that if I have misrepresented the information and/or fail to adhere to program guidelines, I may have my application approval withdrawn. I understand the Board requests a Vulnerable Sector Check.

I understand the Board policies and procedures for volunteers and I agree to hold harmless Cornerstone Christian Academy for any actions taken by me.

Name (please print)

Signature

Date

Please submit completed application to the school office attention Principal.

OFFICE USE: ☐ Reference Check complete ☐ Vulnerable Sector Check
 ☐ Signed Statement of Faith, Covenant Form and Confidentiality Form

CCA Confidentiality Agreement

By signing below I do hereby commit myself to the observance of the following conditions in my undertaking as a Volunteer in Cornerstone Christian Academy. I will abide by the principles established in Matthew 18 to establish my dealings and interactions with school personnel, students and parents.

1. I will not divulge any information pertaining to students, staff or parents received in confidence or in the course of duties as a volunteer, except as may be required by law and/or school policy.
2. I will disclose information about a student, gained while acting as a school volunteer, only to the student's teacher and/or to the principal.
3. I will disclose information about a staff member, gained while acting as a school volunteer, first to the staff member and then if necessary to no one other than the principal.
4. I will disclose information about the principal, gained while acting as a school volunteer, first to the principal and then if necessary to no one other than the Chair of the Society Board.
5. I will not criticize the competency or work performance of a staff member, volunteer or parent except to the proper authorities and then only in confidence.
6. If, during the course of my duties as a volunteer, I gain information that leads me to believe that a child is in need of protective services I shall comply with the requirements of the Child Welfare Act. I will report the situation to the principal and a child welfare worker employed by Alberta Social Services.

Name (please print)

Signature:

Date:

Cornerstone Christian Academy

Statement of Faith

We believe:

- the Bible, consisting of the Old and New Testaments, is the inspired and inerrant Word of God and is the final authority for Christian faith and life.
- there is but one true and living God who exists in the past, the present, and forever throughout eternity in the Trinity of the Father, the Son and the Holy Spirit.
- God is the creator, sustainer and governor of all creation.
- Jesus Christ, the only begotten eternal Son of God, is given to people as the only salvation. He was conceived by the Holy Spirit and born of the Virgin Mary. In Him perfect humanity and deity is found in one person. He is the mediator between God and people. He was crucified on the cross for the sins of all people and His blood was shed to fulfil the requirements of God's righteousness. He rose again bodily from the dead, and ascended to Heaven. In the last day, Christ will return personally to earth, as He has promised, to judge the living and the dead. There will be a bodily resurrection of the dead, with the believers inheriting eternal life and blessedness, and the non-believers eternal punishment and condemnation.
- the Holy Spirit convicts men, women and children of their sins, leads them into salvation in Christ, and as their counsellor, He continues to transform their lives by comforting, helping, teaching, enlightening, and equipping them with gifts.
- people were created in the image of God. Since the first man Adam sinned against God, all people have come short of the glory of God, have lived in sin, and cannot, by their own effort, attain righteousness in the presence of God. We are all in need of God's grace. Salvation of people depends solely on the finished work of Christ who once and for all, poured out His blood on the cross as a vicarious atonement for the sins of all people. Those who confess and repent of their sins and receive Jesus Christ as Lord and Saviour shall be saved.
- education should include instruction about the statements of faith listed above.

Name (please print)

Signature:

Date:

Cornerstone Christian Academy Staff and Directors Covenant Form

Background

Cornerstone Christian Academy of Camrose is a religious educational institution, operating as a partially funded accredited private school in the province of Alberta. It shares a foundational belief that all children are created and loved by God, are individually unique and that the school has a mission to help each student fulfill their God-given potential in all aspects of their person: physically, socially, intellectually and spiritually. Cornerstone Christian Academy was established to educate children in a biblical Christian worldview within the Alberta curriculum in accordance with our mission, vision and core values. All activities within the school will be in alignment with our religious purpose. Parents have made an informed decision to place their children in this school because of our religious purpose, obligating the school to be consistent in the delivery of our religious values in all school activities.

We believe that Jesus calls us to care for each other, care for the earth, and contribute to redemption of the universe, a process that will be completed at the glorious second coming of Jesus. We show our love for one another by our actions, including practical acts of service. Consistent with the teachings of Jesus Christ to love and value every human, Cornerstone Christian Academy will treat every person with respect and strive to lead them to an understanding of the potential of their infinite value in the Kingdom of God.

Purpose

The highest standards of life and conduct are expected of those who serve as Staff and Directors at Cornerstone Christian Academy. This standard of life, encouraged in Galatians 5:14-26 can be attained when walking, living and being filled by the Holy Spirit. Evidence of such a life should be obvious in the conduct and behaviour of our Staff and Directors (Gal. 5:22-23).

If we lived perfectly there would be no need for laws or a Covenant Form. However, in Galatians we see that we are fallen and sinful human beings, often prone to engage in harmful and unacceptable behaviours. Scripture understands the human condition and provides ways to handle conflicts that arise when the highest standards of life are not lived out. Falling short of God's grace may result in consequences that are detrimental to our Staff and Directors' spiritual condition and reputation, injury to healthy working relationships with others, and/or damages to Cornerstone Christian Academy's reputation.

Expectations

1. Since it is expected that Staff and Directors at Cornerstone Christian Academy are growing in their faith and that God is honoured in this place, it is expected that all Staff and Directors will:
2. Set an example in spoken word and attitude, demonstrating a Christ-like character.
3. Be actively involved in an evangelical church of his/her choice. An evangelical church is one that is in fundamental agreement with the Cornerstone Christian Academy's Statement of Faith.
4. Abide by and support the Cornerstone Christian Academy's Statement of Faith and the School Vision and Purpose Document.
5. Uphold and encourage students to abide by the Student and Guardian Covenant.
6. Uphold and live out the principles set forth in the Student and Guardian Covenant in your own life.
7. Refrain from practices that include, but are not limited to, the promotion of doctrines that are contrary to the Holy Bible, and violations of Christian moral standards (Gal.5:19-21; 1 Cor. 6:19-20).
8. Develop appropriate positive relationships with students, staff, and directors that edify and encourage. Refrain from the use of harsh words. Refrain from engaging in all inappropriate communication, including social networking (i.e. Facebook, Twitter, etc).

Staff or Director name: _____ Signature: _____

Date: _____