

# Providence Christian Academy



## Volunteer Handbook

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## **Welcome & Thank You for Serving as a PCA Volunteer!**

PCA has prepared this Volunteer Handbook to highlight key policies concerning school policies and procedures. Please read the handbook thoroughly and refer to it for future reference and accountability. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. PCA has the right to add, delete or revise any school policy or procedure, with or without notice. If you have any questions regarding the school's policies, please contact the school office or ask one of our administrators for assistance.

### **Mission Statement**

Providence Christian Academy's mission is to teach students to seek God's truth and equip them with the tools for a lifetime of learning.

### **Philosophy**

Providence Christian Academy (PCA) was established in 1996 as an academically advanced, inter-denominational school without affiliation to any one church body. PCA is governed by a Board of Trustees which is comprised of individuals who meet the criteria of being a trustee established by the committee on Trustees.

PCA operates on a three-pillared foundation. The first pillar is a Christian worldview. Believing that all truth is God's Truth, PCA provides a biblically-based education which teaches students to approach their studies and all of life through the perspective of the Bible. The second pillar is a classical education. Understanding that people learn best through a series of stages outlined in the time-honored and proven model of the Trivium, PCA offers a rigorous yet delightful experience in each content area. PCA equips students for success in their educational undertakings through the age-specific teaching tools and cumulative approach to learning inherent in the grammar, logic and rhetoric stages of the Trivium. The final pillar is parental involvement. Realizing that the education of young people is the responsibility of parents, PCA operates as an extension of the family "in loco parentis." Through required classroom observation, attendance of various school functions and understanding of school policies and philosophies, parents are obliged to take an active role in their children's education and experience at PCA.

The academic community at PCA offers students, parents and faculty the opportunity to think for themselves in light of God's word and pursue an excellent work "as unto the Lord."

## **Core Values**

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, PCA strives to:

- 1) Base all instruction on the foundation of scripture while following an integrated approach to curriculum (II Timothy 3:16-17).
- 2) Provide a clear model of biblical Christian life through the school staff and board (Matthew 22:37-40).
- 3) Disciple every student to develop a personal relationship with God the Father through Jesus Christ and to be empowered by the Holy Spirit as agents of redemption in their world. (Matthew 28:18-20).
- 4) Employ a challenging, yet well-balanced classical approach to education with an emphasis on grammar, logic, and rhetoric in all subjects.
- 5) Encourage every student to develop a love for learning and to achieve maximum academic potential.
- 6) Provide an orderly and secure atmosphere conducive to maintaining these standards.
- 7) Operate as an extension of the family with delegated authority (in loco parentis) from the parents.

## **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. 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 (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).

7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25).
9. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other and that God’s command is that there be no sexual intimacy outside or apart from the marriage between a man and a woman (1 Corinthians 6:18, 7:2–5; Hebrews 13:4, Romans 1:26).
10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27, Psalm 139:14, Matthew 19:4).
11. We believe that all human life is created by God in His image and is sacred from conception to natural end (Jeremiah 1:4-5, Job 31:13-15, Psalm 127:3, Psalm 139:14, 1 Corinthians 3:16-17).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Providence Christian Academy Board of Trustees holds final interpretive authority on the Statement of Faith.

## **Vision Statement**

To transform lives and impact our community for the Kingdom of God, through our steadfast commitment to Classical Christian Education.

## **Board of Trustees**

PCA is a not-for-profit corporation, therefore the fiscal and policy-making authority is vested in a self-perpetuating Board of Trustees. Board members are faithful Christians as evidenced by their lives and involvement in a local evangelical church. A list of current board members is available in the office.

**All volunteers should also review the Parent Student Handbook for information on PCA’s Classical Approach to Education, History, Affiliations, and other PCA policies. The Parent Student Handbook is posted on the PCA website at [www.providencechristian.com](http://www.providencechristian.com).**

## **PCA Volunteer Expectations**

- All volunteers are subject to background checks per the Raptor system. Additional background checks may be required by administration.
- Volunteers should refrain from sharing confidential or sensitive information that they may encounter during the course of volunteering at the school.
- All PCA community members are expected to bear Christian witness in their behaviors and attitudes, cooperating with PCA personnel, faculty, and administration in a pleasant and cooperative manner.
- As a volunteer, if you are unsure of a policy or process, please consult the PCA employee who you are volunteering to assist so that employee can guide you in proper actions. If that employee is not available, please contact an administrator for assistance.
- Please know that we are grateful for your assistance and thank you for being a valued member of our community.

## **Volunteer Conduct Rules of Conduct**

Types of behavior and conduct that Providence Christian Academy considers inappropriate for volunteers:

- Engaging in any unlawful behavior while volunteering on PCA property or violation of any PCA policy, rule or procedure concerning unlawful behavior.
- Violation of any PCA policy, rule or procedure concerning alcohol or illegal drugs, distribution, possession, dispensation, transportation or use of alcohol while volunteering on PCA property or during PCA related activities, or being under the influence or the manufacture, sale, distribution, possession, dispensation, transportation or use of illegal drugs or the abuse of prescription drugs.
- Unauthorized or inappropriate use of telephones, software, mail systems, e-mail, computers, or other PCA-owned equipment
- Harassment of employees, volunteers, or PCA students.
- Possession of any visible or concealed firearms, weapons, or explosives, while on PCA campus.
- Threatening, intimidating, provoking a fight, striking, or in any way fighting with an employee, volunteer, youth, child, or PCA community member.
- Interference with PCA employee's or volunteer's job performance.
- Unauthorized use of PCA facilities, equipment, or property for any purpose other than official PCA business or approved use.
- Theft, embezzlement, or misuse of PCA, employee, volunteers, contributor, or PCA member funds or property or removal of such funds or property without authorization.
- Deliberate destruction or damage of PCA, employee, volunteers, contributor or PCA member's property or equipment, or the commission of acts intended to cause destruction or damage to such property.

- Unauthorized disclosure of confidential PCA information or records, including but not limited to personnel, volunteer, contributor, counseling, and member data.
- Any unwelcome or inappropriate physical contact with an employee, volunteer, youth, child or PCA members.
- Any action that negatively affects the PCA reputation in the community.
- It is the intent of PCA to provide a drug-free, healthful, safe and secure Christian work environment for all employees, members, visitors, and students of PCA. Reporting to volunteer under the influence of controlled substances, illegal drugs, or alcohol is absolutely prohibited. Furthermore, (a) the possession, use, sale, manufacture, distribution, purchase, dispensation or transportation of controlled substances or illegal drugs at any time and (b) the possession, use, sale, manufacture, purchase, dispensation or transportation of alcohol during work time, while on PCA property, when conducting PCA business, or when otherwise acting in an official capacity on behalf of PCA are prohibited.
- Inappropriate conduct with a parent or student.
- Violation of the Discrimination and Harassment Policy.

## **Parent Partnership Expectations**

Parental Involvement is one of the foundational pillars of our school. PCA makes every effort to keep parents/ guardians informed and to provide numerous opportunities for involvement and interaction. We recognize that the primary educators of the children entrusted to our care are their parents or guardians. The more that parents/ guardians can be involved in the school and in their children’s studies, the greater the probability of success. Parents and students are expected to comply with school rules and policies, and to accept and support the authority of school officials, whether it be at school, at school events held on or off school campus, on social media, or in other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to separate from a student if the school determines that the parent or student partnership with the school is broken.

## **Conflict Resolution Strategy**

All parents/ guardians, students and volunteers are expected to communicate any and all concerns or questions directly to the school. When concerns arise, parents/ guardians, volunteers, staff and students should follow the Matthew 18 conflict resolution process. Start by speaking directly to whomever is involved (classroom teacher, coach, administrator, etc.). If that contact does not resolve the concern, contact the appropriate administrator– the Dean, Division Head (Head of Grammar, Head of Logic or Head of Rhetoric), Director of Athletics, Associate Head of School, or Head of School. It is our desire to take the time to hear and consider all concerns, however it is the responsibility of the individual to bring concerns to the appropriate faculty member or administrator in a timely fashion. If you have a concern, please do not assume that someone else is reporting the issue or concern. Unless the faculty member, coach, or administrator is made aware of a concern from the start, it is virtually impossible to address it effectively and in a timely manner.

## **Grievance Procedure**

When a parent or volunteer has a concern about an issue, they are asked to follow the scriptural principle outlined in Matthew 18 and bring the matter directly to the specific individual or teacher involved during non-teaching hours. If the problem cannot be resolved, the volunteer may bring the concern to the appropriate Division Head then the Head of School. The student must have written permission from his or her parents to bring a concern to the Division Head. The Apostle Paul reminds us in Romans 14:19 to “make every effort to do what leads to peace and to mutual edification.”

## **Campus Unity**

All those who are part of the PCA school community are encouraged to live in a manner consistent with Biblical teaching. All parents, guardians, students, volunteers, faculty and staff are expected to preserve campus unity by avoiding divisive or disparaging remarks about PCA. PCA families are expected to actively support the school and school leadership by refraining from spreading rumors while maintaining a positive and constructive attitude at all times.

PCA is founded on a positive and supportive culture that is rooted in Biblical truth, clear expectations and mutual trust. A positive and constructive relationship between PCA and parents/guardians or other adults or children interacting with the school and/or school community by virtue of their relationship with the student is essential to the mission of the school and the school’s responsibility to its students and families. It is the responsibility of every parent or guardian of a student attending PCA to positively support the school and uphold the standards of academic, behavioral and moral excellence as outlined in this handbook.

In the unlikely event that a parent, guardian, or other family member disrupts the positive culture by failing to support the school, they will jeopardize the student’s continued enrollment. Some examples of unacceptable behavior include failing to support student discipline measures outlined by the school, spreading negativity within the parent community by criticizing the school, inhibiting the work of professional educators by being unduly involved in the daily operations of the classroom/school, refusing to follow the Matthew 18 conflict resolution process, treating other parents/students/staff with disrespect, hosting a student event where alcohol/drugs are present, utilizing social media outlets to disparage the school or its employees, and/or treating school personnel with disrespect.

PCA reserves the right to dismiss a student if the school concludes in its sole discretion that the behavior of the student’s parent, guardian or other adults and/or children interacting with the school and/or school community by virtue of their relationship with the student impedes the school’s ability to maintain a positive culture. In addition, the school reserves the right to place restrictions on parents’ or other family members’ involvement or activity at school, on school property, or at school- related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the best interest or safety of the school community. If a



parent/ guardian or family member of a current student files a lawsuit (or threatens to do so) against the school, it is possible that the student may be dismissed from school until the matter is settled.

## **Social Media Policy**

Providence Christian Academy has one social media manager who is responsible for creating and managing those who are approved to post information on all social media accounts representing PCA. Additional public accounts representing or claiming to represent PCA and its teams, grade levels, faculty, staff, or other groups at PCA may not be created by faculty, staff, students, or others. The creation of private groups on Facebook, private accounts on Instagram, or any other private groups or accounts on any social media outlet representing or claiming to represent PCA and its teams, grade levels, faculty or other groups at PCA may not be created by faculty, staff, students, or others. There are no exceptions to these guidelines.

PCA strives to highlight and recognize faculty, staff, and student activities, achievements, and accomplishments. If you have information you would like to share, please email the Director of Communications. The Director of Communications in conjunction with other school administrators will determine whether the submission will be shared and decide which communication vehicles it will be shared through. Information posted on PCA social media outlets will be timely, informative, interesting, and relevant to the entire school community.

Employees and volunteers may associate themselves with PCA when posting on social media outlets, however it must be clear that their social media post is personal and purely their own/ not posted on behalf of the school. All social media posts must also follow the acceptable use of social media guidelines listed below. Content pertaining to sensitive school information (particularly those found within PCA internal networks) should never be shared online or through social media. Divulging information including the school's internal operations, financials, and/ or legal matters is prohibited.

### **Acceptable Use of Social Media**

One of PCA's foundational pillars is to partner with Christian families to impart truth and cultivate character within our students. The Acceptable Use of Social Media policy serves to protect the school, faculty and staff, parents and guardians, and students from the damaging effects of negative social media posts.

- Social media should not be used to make allegations, complaints, defamatory statements, or negative comments about the school, school employees, school parents or guardians, or students.
- Parents or guardians are expected to monitor their children's online activity, including their use of social media.
- Parents or guardians should never use social media to discuss sensitive school matters with other individuals.

- Parents or guardians should immediately bring to the attention of school administrators any social media policy violations.
- A school administrator will contact the originator of a social media post that violates this policy, explain why the post is inappropriate, and request that the post be removed or retracted.

Repeated or flagrant violation of this policy by a parent, guardian, or student is mission inappropriate, and may lead school administration to separate from that family through dismissal or by barring re-enrollment.

### **Fundraising and Donation Request Policy**

All fundraising efforts and donation requests made on behalf of PCA must be approved and made by the Development Office. All requests will be directed towards the PCA Annual Fund and/ or PCA capital campaign efforts. Fundraisers or funding requests of any type are not permitted for individual clubs, groups, athletic teams, divisions, departments, etc. within the school. Additionally, all donation drives for outside organizations must be approved by the Development Office. Requests for donation drives must be submitted a minimum of 8 weeks before the drive is to occur. Donation drives that request financial donations are not permitted. Donation drives may only request items (examples of approved donation drives- gently used coat drive, gently used shoe drive, canned food drive, Operation Christmas Child shoeboxes, etc.) and are limited to one per quarter (four per academic year school wide).

# Providence Christian Academy

## RECEIPT & ACKNOWLEDGMENT

This Volunteer Handbook is an important document intended to help you become acquainted with PCA. This Handbook will also serve as a guide. It is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere PCA and economic conditions are always changing, the contents of this Handbook may be changed at any time at the discretion of PCA Administration. No changes in any policy or rule will be made without due consideration of the mutual advantages, disadvantages, and responsibilities such changes will have on you as a volunteer and on PCA

- I understand that should the content of this Handbook be changed in any way, the school may require an additional signature from me to indicate that I am aware of and understand any new policy.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of PCA's Volunteer Handbook.

\_\_\_\_\_  
Volunteer's Printed Name

\_\_\_\_\_  
Volunteer Role

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PCA Representative

\_\_\_\_\_  
Date