



# **SOUTH BEACH CHRISTIAN SCHOOL**

541.819.7722

P.O. BOX 950 NEWPORT, OR 97365

SCHOOL@SOUTHBEACHCHURCH.ORG

## **VOLUNTEER HANDBOOK**

### **SBCS MISSION**

South Beach Christian School (SBCS) equips students to live for the glory of God and the good of others!

### **VISION FOR VOLUNTEERS**

To accomplish its mission, SBCS relies on the extraordinary partnership of parents, South Beach Church family, and community volunteers. Volunteers help us create pathways of opportunities and successes for each student and the entire school. We believe that volunteering is an excellent way to live out our faith every day and foster a true sense of community.

A volunteer is defined as any individual who performs a service for the school without compensation, remuneration, or other consideration. Volunteers must be at least 18 years of age, agree with the South Beach Church Statement of Faith, and pass a background check.

This handbook includes pertinent details about the SBCS volunteer program and the roles and responsibilities of our volunteers.

### **PURPOSE OF VOLUNTEERING**

Your time, talents, and resources are priceless. As a SBCS volunteer, you will promote the mind, heart, and spirit of the school. There are many rewarding experiences that come from volunteering including:

- The opportunity to serve God by serving His own
- The opportunity to utilize specific skills and talents
- The opportunity to sharing educational and spiritual experiences with children
- The opportunity to strengthen a better understanding of how students learn.

### **OPPORTUNITIES FOR SERVICE**

#### **Schoolwide**

- Special events
- Technology
- Campus care
- Guest speaker
- Life skills training or specialty class
- Front office



# SOUTH BEACH CHRISTIAN SCHOOL

541.819.7722

P.O. BOX 950 NEWPORT, OR 97365

SCHOOL@SOUTHBEACHCHURCH.ORG

- Fundraising
- Field trips

## Classroom

- Prepare teacher materials
- Assist with grading
- Recess monitor
- Read with students
- Tutor

## VOLUNTEER APPLICATION PROCESS

### 1. Complete Volunteer Application Form & Statement of Faith

Each volunteer must complete the electronic Volunteer Application Form. SBCS Administration will contact the volunteer applicant to discuss and confirm the volunteer assignment and schedule.

<https://forms.gle/VUKuZFEdPChkTbNm8>

### SBC Statement of Faith

All SBCS volunteers must agree with and support the South Beach Church Statement of Faith. Please read the Statement posted on the website below.

[https://www.southbeachchurch.org/files/ugd/81f038\\_ae551c027ad6438caa51096a47258d2e.pdf](https://www.southbeachchurch.org/files/ugd/81f038_ae551c027ad6438caa51096a47258d2e.pdf)

### 2. Complete Background Check Process

Central Background Registry application is free and available online:

<https://oregonearlylearning.com/providers-educators/providers-educatorscbr/>

Instructions for fingerprinting will be sent to you. When scheduling fingerprinting you must use the code given in your instructions so there is no charge. This process is comprehensive and can take weeks to complete.

For field trip volunteers and other short-term volunteer opportunities, a background check can be completed through Trusted Employee. Please reach out to the school administration for the Trusted Employee application.

### 3. Volunteer Approval and Orientation

The SBCS Administration will reach out to you to discuss volunteer opportunities, schedule and orientation. Each volunteer will participate in a brief orientation that covers vital elements of the volunteer program. Upon final approval, you will be assigned to the volunteer registry and scheduled to begin serving at SBCS.



# SOUTH BEACH CHRISTIAN SCHOOL

541.819.7722

P.O. BOX 950 NEWPORT, OR 97365

SCHOOL@SOUTHBEACHCHURCH.ORG

## **VOLUNTEER SAFETY, CODE OF CONDUCT, COMMITMENT AND CONFIDENTIALITY**

All volunteers are expected to:

- Support the mission of SBCS
- Honor confidentiality; practice the professional ethics of confidentiality regarding students, fellow volunteers, and staff
- Be punctual and reliable
- Notify the office and teacher if you will be absent for a scheduled volunteer time
- Sign-in/sign-out
- Wear identification badges issued by the office while on campus
- Notify the school administration if you are arrested for any reason

Volunteers often observe interactions among students and may be party to privileged information which needs to remain confidential. Some students share sensitive information about issues and concerns in their personal lives. Questions concerning a child's behavior, achievement, and/or needs should be immediately directed to their teacher or the SBCS administrator. Breaching confidentiality can be hurtful to children, their families, and SBCS.

### **Discipline Guidelines**

Classroom teachers and school administrators are responsible for student discipline. Rules and procedures related to student discipline have been established by SBCS and individual classroom teacher(s). These guidelines are maintained for safety and the welfare of all students. Please seek assistance from the classroom teacher if a child exhibits inappropriate behavior.

### **Fire and Emergency Procedures**

Volunteers need to become familiar with fire and emergency exit routes posted at the door of each classroom. If an emergency arises, volunteers must follow the directions of the school staff that are present. For more detailed information, refer to the SBCS Emergency Plan on the school website.

### **Always Be Visible**

Volunteers should always be in open spaces where others can see them interacting with students. Volunteers are to never be in a room with the door closed alone with a student.

### **Restroom Supervision**

Volunteers are to avoid taking children to the restroom. Students are aware of the proper procedures they are to follow when they need to go to the restroom. If for any reason a volunteer must go to check up on an individual student or feel that a child needs assistance, they should:

- Seek out another person to accompany them to the restroom to help the child.
- Ensure a staff member is also present when a child needs assistance with the straightening or fastening of garments.



# SOUTH BEACH CHRISTIAN SCHOOL

541.819.7722

P.O. BOX 950 NEWPORT, OR 97365

SCHOOL@SOUTHBEACHCHURCH.ORG

## Siblings

Please contact the office for volunteer opportunity options for parents with siblings.

## Transportation and Field Trips

SBCS students participate in many field trips throughout the school year. Volunteers provide a valuable service by helping to supervise students on both educational and recreational field trips. Please contact the office if you would like to participate in field trips.

## Volunteer Prohibitions

- Volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering.
- SBCS is a tobacco-free campus. Tobacco products are prohibited on school grounds as well as any field trip sponsored by the school. Volunteers are prohibited from vaping while on school premises or on a field trip.
- Volunteers are prohibited from the use, possession, or sale of illegal controlled substances on school property as well as on a field trip.

## Child Abuse and Neglect Reporting

SBCS volunteers are mandatory reporters. Any volunteer who suspects or receives knowledge that a student may be an abused or neglected child shall promptly report the incident to the Oregon abuse reporting hotline: 1-855-503-SAFE (7233) with an administrator present.

## SBCS VOLUNTEER TIPS FOR SUCCESS

- Set a Christ-like example for the students.
- Relax and be yourself.
- Encourage the students to try to the best of their abilities.
- Praise individual students for a job well done.
- Call a student by name.
- Be impartial while dealing with students and strive to be fair while attending to situations.
- Give your full attention to the students you are working with.
- Be patient while remembering that teachers and students are human.
- If you have questions for the teacher, ask at an appropriate time when the teacher can direct his/her attention to you so as not to interrupt instruction.
- Respect that a teacher's desk and/or work area is private.

Please complete the electronic volunteer application by following the google link:

<https://forms.gle/VUKuZFEdPChkTbNm8>