



Volunteer Handbook

WELCOME MESSAGE

Welcome to Valor Christian School International Christian School! We are very glad that you've decided to Volunteer for us. It is a great pleasure to welcome you to what promises to be an exciting year in the growth and development of the school and our students.

As you familiarize yourself with this handbook, please understand that it is intended to be a guide to our volunteer policies, practices, and philosophies. It is not meant to detail each and every standard or practice of the school, but rather to serve as a reference for the main aspects of daily life at the school and a larger vision of the school's ideals and expectations. If you have any questions about the information contained in the handbook, please do not hesitate to speak with me at any time.

With warmest regards,

Angie Taylor

VCSI head of School

VCSI HISTORY

Valor Christian School International opened its doors in September 2016 with 150 students, 9 full-time teachers, 9 support staff members in 1st through 12th grades. The school was housed in Living Hope Fellowship church.

Valor Mission Statement

It is our passion to seek the TRUTH of God's identity and our identity in Him. Our students will be able to use their education and apply the truth to gain WISDOM in order to LOVE God and others.

Valor Statement of Faith

(Adapted from Association of Christian Schools International)

The school board, faculty and staff of Valor Christian School International (VCSI) affirm, observe and teach (Deuteronomy 6:1-9) these Biblical truths:

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 Christ follower and the lost; they that are saved unto the resurrection of life, and they that are lost pass unto eternal separation from God (John 5:28-29, 2 Thessalonians 1:9).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, 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). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. 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 139:13).

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 VCSI school board holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and disciplines.

VCSI BELIEF STATEMENTS

The Bible is God's inspired word revealed of himself to man as his supreme authority for life that he may understand, know, believe, and follow after God in faith and practice.

Each human being is created in the image of God, thus having worth, dignity, and purpose to glorify God and to enjoy him forever.

Each student is a unique creation, whose individual gifts and talents are to be discovered and developed, spiritually, intellectually, physically, socially, and emotionally.

Administration, teachers, staff, and parents are in partnership to lead students to love the Lord with all their heart, soul, and mind and to love others as themselves, serving their Lord and their fellow man after the example of Jesus Christ, the son of God.

The educational environment shall be excellent in quality and in diversity, teaching academics, technology, fine arts and athletics from a reformed, Christian perspective.

Each student shall be taught to bring every thought captive to God's truth, subjecting all areas and activities of life to the scrutiny of God's word and in obedience to Jesus Christ.

Each student shall be equipped to live and to think righteously within a fallen world by relying on God's Spirit, by applying His word, and by imitating Christ.

A commitment to continuous educational improvement is essential in response to changes in the needs of the individual and society, never compromising the Biblical mandate to be "in but not of" the world while transforming the culture for Christ.

VCSI CORE DISTINCTIVES

Intentionally Missional - Valor promotes a biblical worldview to build servant-leadership and provide opportunities to impact the world through long-term relationships. Our students purposefully live out the word of God interpersonally, and throughout the local and global community.

Collaboratively Successful - Valor equips students to recognize spiritual, physical, cognitive, and social strengths in themselves and others. Our students collaborate and add value within their local and global community.

Globally Competent - Valor capitalizes on cross-curricular learning opportunities that expand our worldviews and connect our students to a multicultural community. Our students turn academics into action by problem solving global issues with knowledge and empathy.

Meaningfully Innovative - Valor's pioneering staff of life-long learners reach out of the box to create unique opportunities for risk taking and purposeful learning. Our students develop accountability for acting with courage to become a catalyst for positive change.

VCSI COLORS

Blue, Silver and Black

VCSI MASCOT

The Knight

VCSI MISSION STATEMENT

It is our passion to seek the TRUTH of God's identity and our identity in Him. Our students will be able to use their education and apply the truth to gain WISDOM in order to LOVE God and others.

VCSI VISION STATEMENT

At VCSI we are on mission, building kingdom and growing disciples. It is critical that students learn important skills in the context of local and global mission so that they can be fully prepared to fulfill the purposes for which they are created. We do this by offering top quality education that build global competencies with 21st skill sets, as well as, engages students in the local and global missions fields. It is our desire to train up a generation of innovative Christ followers who lead in their local and global community.

VCSI MOTTO

From apathy to impact

VCSI SONG

"Great Are You Lord"

Written by: David Leonard, Jason Ingram, Leslie Jordan

You give life, You are love
You bring light to the darkness
You give hope, You restore
Every heart that is broken
Great are You, Lord

It's Your breath in our lungs
So we pour out our praise
We pour out our praise
It's Your breath in our lungs
So we pour out our praise
To You only

Great are You, Lord

All the earth will shout
Your praise
Our hearts will cry
These bones will sing
Great are You, Lord

BIBLICAL ETHICS

Biblical ethics must be maintained by each volunteer leader.

At the very basis of professionalism is the biblical concept that each person is an image bearer of God, differing from the next person in personality, style, strengths, weaknesses, yet deserving of respect. This concept is applicable to students, parents, and colleagues. The following guidelines are to assist our volunteers in its quest for biblical professionalism.

Take the time to deal with students individually.

Student's problems should be discussed with other VCSI staff members only in the context of loving concern only, on an as needed basis. Student problems should not be shared with anyone outside of the "need to know" circle (parent or VCSI staff member).

Accept other parents for who they are and what they have to contribute to the children. Negative comments are damaging and almost irreparable. Criticism of fellow VCIS staff members, administration, school board, parents or anyone else is both unethical and sinful (Matt. 13:15-17).

Always take the problem or concern to the individual to whom or with whom there is a problem.

Criticisms, complaints, or problems should be dealt with tactfully and kindly, using Christian charity on a person-to-person level. Do not gossip about problems or people. Follow the chain of command within the school to address or seek redress. The chain of command: teacher, Supervisor, School Head.

Recognize that parents are interested in and entitled to knowledge of the educational experiences of their own children. Comments to parents must be made with respect and understanding of their role and relationship in the educational process within the Christian school. Information regarding other students should not be shared with parents.

VOLUNTEER EXPECTATIONS

Requirements: The volunteer must be in a state of emotional and physical health that will allow him or her to properly care for and supervise students. The school will consider reasonable accommodations for volunteers.

It is the responsibility of the volunteer to:

- Be a Christian role model for the students
- Guide and evaluate the learning experiences of students in extracurricular activities
- Provide supervision to students that will promote their educational development and welfare
- Partner with parents and keep them up-to-date on their child's progress and activities by calling and emailing.
- Dress appropriately
- Provide for the care and protection of the school property
- Supervise students on the school grounds
- Cooperate with and participate in the planning and the evaluation of the extracurricular activities in which you are involved
- Maintain cordial relationships. Gossip and criticism are prohibited
- Enforce policies and regulations as established by the school board and the administrative staff

ACCEPTABLE USE OF SCHOOL PROPERTY AND RESOURCES

All volunteers shall use school resources, electronic and otherwise, only for duties and activities in support of the educational goals and policies of the school.

Valor Christian School International as part of its ministry provides a portion of the school facility to families, please treat these buildings and the equipment in them as a good steward of God's resources.

ACCESS AND RELEASE OF STUDENTS

Students may only be checked out to adults listed on the “approved check out” or emergency contact list during the school day. Parents who want to add additional names to their list may fax or email the school office. If a student is going home with someone other than a family member, regular carpool, or someone from his or her approved check out list, a note with parent signature must be received in the office.

All visitors (including parents) must check in at the school office and receive a nametag or be escorted by a staff member.

ACCIDENT PROCEDURES, STUDENTS AND STAFF

If a student or volunteer is involved in an accident, an accident report must be filed out and turned into the school office.

CLEAN-UP DUTIES

General

Anyone who uses an area or an item is responsible to clean it up and leave it in good condition. Set the example for students by being a good steward of the school facilities and equipment.

Leave general-use areas such as the workroom, copier areas, and other shared space tidy, paying attention to such things as leaving desks uncluttered and returned to classroom arrangement. Leave work areas ready for the next person to use.

If you eat or prepare food in the classroom, you are responsible to clean up all items that you use. Items may only be affixed to the walls with sticky tac. The use of any other materials (nails, tacks, glue, double-sided tape, etc., will result in repair fees being charged to the employee.)

Classroom(s)

At the end of your session, lock the classroom door before leaving. All exterior buildings will be locked by the maintenance staff. Please lock the classroom door(s) every time you leave, even if you think you or someone might come back.

Do not leave food in classrooms overnight.

Turn off all lights (including bathroom lights) in the classroom when leaving for the day.

Please see that the whiteboard is clean, the floor is free from trash, the books are put away neatly, and desks are organized.

CONFIDENTIALITY

Confidentiality needs to be preserved as it relates to the individual student and their families. Discretion should be used at all times. Please see **Confidentiality, Student** section for additional restrictions.

Documentation and records including but not limited to all individual student, parent, and family information—including grade reports, faculty comments, test results, letters of recommendation, disciplinary reports, admissions applications and files, financial aid information, academic warning lists, library loan information, medical records, financial aid records, and annual fund and capital campaign donations are considered confidential materials. All personnel information—including compensation

information, performance reviews, health information, insurance forms, tax forms, e-mail messages, and financial records—is also considered confidential information.

Confidential information, (defined above) is to be stored in locked file cabinets or other secure (locked) locations in the department or office responsible for maintaining and processing the specific data. In no case should such information be left out on desks temporarily or overnight or unsecured in an unattended classroom or office.