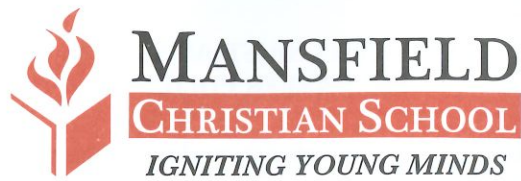




VOLUNTEER PACKET
MANSFIELD CHRISTIAN SCHOOL



December 5, 2019

Dear Volunteer,

Mansfield Christian School encourages the participation of volunteers who are willing to support us as we come alongside home and church to train future generations to live a life consistent with a Biblical worldview. Mansfield Christian School truly appreciates your willingness to serve in this way.

Please read through each of the following documents in this packet. Sign and return the Volunteer Agreement to Maria Day.

- Volunteer Policy
- Relationship Guidelines
- Statement of Faith
- Dress Guidelines
- Volunteer Agreement

If you have any questions or concerns, please do not hesitate to contact Maria Day at 419-756-5651 ext. 206 or day.maria@mcsflames.org. Again, thank you for your interest in volunteering at Mansfield Christian School. We appreciate you.

Sincerely,

Maria Day
Volunteer "VIP" Coordinator

MANSFIELD CHRISTIAN SCHOOL VOLUNTEER POLICY

Mansfield Christian School is pleased to welcome volunteers, and we value your willingness to serve and your commitment to the success of our students and school. Each volunteer, whether he/she is a parent, grandparent, family member or interested community person, has something unique to contribute, both in time and talent. Volunteers are an integral part of our program here at Mansfield Christian School.

As you enter the building, please sign in as a visitor; you are required to follow the same procedure as any other visitor. While in the building, please remember to do the following:

1. Dress in an appropriate manner. Guidelines will be given to you which are the same guidelines expected of all faculty and staff at Mansfield Christian School.
2. Respect the confidentiality of all of our students, faculty, and staff. You are not permitted to talk with other parents in regards to any child other than your own. Never share information about the behavior, academic progress, or medical conditions of students.
3. Be mindful that the faculty and staff are ultimately responsible for the students and activities taking place.
4. Recognize that an authorized Mansfield Christian School staff person will handle all disciplinary matters. All concerns relating to discipline must be forwarded to the school administration.

In order to encourage a healthy and safe environment for our students at Mansfield Christian School and regardless of the area in which a volunteer will be serving, one of the following criminal records checks will be required for regular volunteers:

- Both Ohio Bureau of Criminal Investigation (BCI) and FBI
- Protect My Ministry

The Board of Education has determined that it will follow the parameters of the Ohio Revised Code on the BCI/FBI criminal records check for volunteers who could have unsupervised access to children.

- Unsupervised access would include working one-on-one with a student or group of students without the continuous supervision or presence of school personnel.
- Section 109.574 requires school districts to notify current and prospective volunteers that they may be required to provide a set of fingerprint impressions in order to conduct a criminal records check to determine whether any information exists that indicates that the volunteer has been convicted of or pleaded guilty to any offense described in Division (A)(1) of section 109.572 of the Ohio Revised Code.
- Mansfield Christian School will accept a copy of a BCI/FBI criminal records check when completed and sent by another organization and is no more than five years old.
- Health Clinic Volunteers – require a BCI/FBI criminal records check.

Protect My Ministry background checks will be required for volunteers working in a supervised position on a regular, on-going basis.

- Volunteers working in the classroom or in the school setting in clear view of teachers and other school personnel will not require the BCI/FBI background checks but will be required to complete a Protect My Ministry application.
- Protect My Ministry provides comprehensive criminal background checks that provide a balance between cost and comprehensiveness. For more information please see the Protect My Ministry website: <https://protectmyministry.com/background-checks/volunteer-screening/>
- There is no cost for the volunteer that serves on an ongoing basis.
- Classroom Aides, Library Aides, Lunchroom Volunteers, and VIP Room Volunteers – require completion of a Protect My Ministry application.

The conviction of a crime (felony or misdemeanor) will be dealt with on an individual basis. Completed forms are maintained in a confidential manner in the Central Office. If there is any question of safety with children, the prospective volunteer will not be approved.

MANSFIELD CHRISTIAN SCHOOL
RELATIONSHIP GUIDELINES
(Board Policy – Personnel 3900)

The relationship between students and staff is to be one of a professional nature at all times. Mansfield Christian School is committed to providing a safe and secure learning environment for our students. Our teachers and staff are role models in the school and the community and are to be exemplars of appropriate behavior. As a result, Mansfield Christian School will not tolerate any activity at any time on the part of staff members, coaches, or volunteers, which violate the professional relationship between students and staff.

What follows is a guideline of professional standards and boundaries to which all employees and volunteers at Mansfield Christian School are to be held. The standards and boundaries outlined in this document were written with the intention of clarifying expectations, strengthening professional relationships between staff-students, coaches-students, and volunteer-students, while protecting all concerned.

This policy is intended to apply to all employees, coaches, and volunteers of Mansfield Christian School who work at the school and/or with our students.

Prohibited Behavior

Mansfield Christian School employees, coaches, and volunteers are prohibited from engaging in the following:

1. Inappropriate Conduct or Communication: (Inappropriate conduct or communication includes but is not limited to the following.)
 - Making personal or intimate references to self or others, including but not limited to references of your own or others sex life or romantic relationships.
 - Giving of intimate or inappropriate gifts.
 - Sending letters, emails, or communication of any type which are of an intimate or non-professional nature.
 - Making telephone calls regarding non-professional matters or concerns.
 - Arranging to meet a student for non-professional matters or concerns.
 - Condoning or participating with student(s) committing illegal acts or acts in violation of school rules.
2. Sexual Romantic Relationships: (The following are strictly prohibited.)
 - Physical sexual contact with a student.
 - Any sexual contact including behavior or remarks of a sexual nature, regardless of the age of the student or any parental or student consent.
 - Sexual harassment or discrimination against a student. Sexual harassment is defined as unwelcomed verbal or physical conduct of a sexual nature, which denies, limits, conditions or interferes with the provision of education, assistance or services protected under Title IX, or creates a hostile or intimidating educational environment.
3. Other Prohibited Harassment Behaviors: (The strictly prohibited behaviors include but are not limited to the following.)
 - Humiliation of a student
 - Demeaning language
 - Personal attacks
 - Unwarranted breach of student's privacy
 - Humor which is offensive on the base of race, nationality, gender, or disability

Student Interaction Guidelines

The following guidelines must be followed regarding interaction with students:

- Staff, coaches, and volunteers must receive permission from the principal to tutor, mentor, and/or host celebratory events with students that take place during school hours.
- Any one on one tutoring, mentoring, or meeting of any kind during school or non-school hours must take place at the School in an open location or at a location approved by the principal and a parent/guardian must be notified.
- Celebratory events, group tutoring, and group mentoring may occur both during school or non-school hours with permission from the principal in a location acceptable to the principal. These events may also occur outside the school or the school designated location with permission from the student's parent/guardian and the principal must also be notified.
- Staff volunteers are prohibited from participating in or hosting celebratory events for students during non-school hours without first obtaining permission from the parent/guardian of the student and informing the principal.
- Chance meeting in public place and invitations by families to social events (i.e. graduation parties, etc.) are unavoidable and in some circumstances, quite acceptable, however, staff and volunteers should maintain good judgment in such situations and always be mindful of one's professional authority and responsibility.

Athletic Coach/Team Guidelines

Mansfield Christian School staff, coaches, and volunteers should follow the below guidelines when participating in school athletics:

- Hazing and/or the tolerance of hazing of any type are strictly prohibited.
- Inappropriate discipline and excessive discipline and/or humiliation of a student are prohibited.
- Male coaches and assistants are prohibited from the girl's locker room without first checking to make sure all student athletes are appropriately dressed and at least one adult female is in attendance.
- Female coaches and assistants are prohibited from the boy's locker room without first checking to make sure all student athletes are appropriately dressed and at least one adult male is in attendance.
- Coaches are prohibited from staying in the same hotel room as a student athlete of the opposite gender on any athletic overnight trip. At least one parent volunteer should attend any overnight trip. Every effort should be made to room students separately from staff.
- Inappropriate touching, regardless of the reason, is prohibited. Handshake and pats on the back are acceptable; body hugs, pats on the "bottom" are prohibited.

This policy is not intended to include an exhaustive list of any and all inappropriate behavior and conduct. As professionals, our staff, coaches, and volunteers are expected to know when behavior with a student is unprofessional and therefore prohibited. A violation of any of the provisions of this policy may subject the offending staff member, coach, or volunteer to disciplinary action up to and including termination of employment.

For the complete Personnel Policy, see Personnel Board Policy, Section 3000.

MANSFIELD CHRISTIAN SCHOOL
STATEMENT OF FAITH

Our commitment aligns itself with the philosophy that the only real answer to the needs of our youth lies in a personal relationship with Jesus Christ.

1. We believe in the **HOLY SCRIPTURES**: accepting fully the writings of the Old and New Testaments as the very Word of God, verbally inspired in all parts and therefore wholly without error as originally given of God, altogether sufficient in themselves as our only infallible rule of faith and practice (Matt. 5:18; John 10:35; John 12:42; 17:17; II Tim. 3:16; II Peter 2:21).
2. We believe in the **ONLY TRIUNE GOD**: who is personal, spirit, and sovereign (Mark 12:29); and eternal in His being, holiness, love, wisdom, and power (Psalm 18:30; 147:5; Deut. 33:27); absolutely separate and above the world as its Creator, yet everywhere present in the world as the Upholder of all things (Gen. 1:1; Psalm 104); self-existent and self-revealing in three distinct Persons - the Father, the Son, and the Holy Spirit (John 5:26; Matt. 28:19; II Cor. 13:14), each of whom is to be honored and worshiped equally as true God (John 5:23; Acts 5:3-4).
3. We believe in **THE LORD JESUS CHRIST**: who is the Second Person of the Triune God, the eternal Word and Only Begotten Son, our great God; and Saviour (John 1:1; 3:16; Titus 2:13; Rom. 9:5); that, without any essential change in His divine Person (Heb. 13:8), He became man by the miracle of Virgin Birth (John 1:4; Matt. 1:23), true Man, one Person with two natures (Col. 2:9; Rev. 22:16); that as Man, He was in all points tempted like as we are, yet without sin, (Heb. 4:15; John 8:46); that as the perfect Lamb of God He gave Himself in death upon the Cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead (Isa. 53:5-6; Matt. 20:28; Gal. 3:13; John 1:29); that He arose again from the dead and was glorified in the same body in which He suffered and died (Luke 24:36-43; John 20:25-28); that as our great High Priest He ascended into heaven, there to appear before the face of God as our Advocate and Intercessor (Heb. 4:14; 9:24; I John 2:1).
4. We believe in **THE HOLY SPIRIT**: who is the Third Person of the Triune God (Matt. 28:19; Acts 5:3-4), the divine Agent in nature, revelation and redemption (Gen. 1:2; Psalm 104:30; I Cor. 2:10; II Cor. 3:18) that He convicts the world of sin (John 16:8-11), regenerates those who believe (John 3:5), and indwells, baptizes, seals, empowers, guides, teaches, and sanctifies all who become children of God through Christ (I Cor. 6:19; 12:12-13; Eph. 4:30; 3:16; Rom. 8:14; John 14:26; I Cor. 6:11).
5. We believe in **THE CREATION AND FALL OF MAN**: that he was the direct creation of God, spirit and soul and body, not in any sense the product of an animal ancestry, but made in the divine image (Gen. 1:26-28; 2:7, 18-24; Matt. 19:4; I Thess. 5:23); that by personal disobedience to the revealed will of God, man became a sinful creature and the progenitor of a fallen race (Gen. 3:1-24; 5:3), who are universally sinful in both nature and practice (Eph. 2:3; Rom. 3:23; Rom. 5:12); alienated from the life and family of God (Eph. 4:18; John 8:42-44), under the righteous judgment and wrath of God (Rom. 3:19; 1:18), and have within themselves no possible means of recovery or salvation (Mark 7:21-23; Matt. 19:26; Romans 7:18).
6. We believe in **SALVATION BY GRACE THROUGH FAITH**: that salvation is the free gift of God (Rom. 3:24; 6:23), neither merited nor secured in part or in whole by any virtue or work of man (Titus 3:5; Rom. 4:4-5; 11:16), but received only by personal faith in the Lord Jesus Christ (John 3:16; 6:28-29; Acts 16:30-31; Eph. 2:8-9), in whom all true believers have as a present possession the

gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish (I John 5:13; Rom. 3:22; Gal. 3:26; John 5:24; Eph. 1:3; II Peter 1:3; John 10:27-30); that this salvation includes the whole man, spirit and soul and body (I Thess. 5:23-24); and apart from Christ there is no possible salvation (John 14:6; Acts 4:12).

7. We believe in **RIGHTEOUS LIVING AND GOOD WORKS**: Not as the procuring cause of salvation in any sense, but as its proper evidence and fruit (I John 3:9-11; 4:19; 5:4; Eph. 2:8-10; Titus 2:14; Matt. 7:16-18; I Cor. 15:10); and therefore as Christians we should keep the word of our Lord (John 14:23), seek the things which are above (Col. 3:1), walk as He walked (I John 2:6), be careful to maintain good works (Titus 3:8), and especially accept as our solemn responsibility the duty and privilege of bearing the Gospel to a lost world in order that we may bear much fruit (Acts 1:8; II Cor. 5:19; John 15:16); remembering that a victorious and fruitful Christian life is possible only for those who have learned they are not under law but under grace (Rom. 6:14), and who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Romans 12:1-2).
8. We believe in **THE EXISTENCE OF SATAN**: who originally was created a holy and perfect being, but through pride and unlawful ambition rebelled against God (Ezek. 28:17-18; Isa. 14:13-14; I Tim. 3:7); thus becoming utterly depraved in character (John 8:44); the great adversary of God and His people (Matt. 4:1-11; Rev. 12:10), leader of all other evil angels and spirits (Matt. 12:24-26; 25:41), the deceiver and god of this present world (Rev. 12:9; II Cor. 4:4); that his powers are supernaturally great, but strictly limited by the permissive will of God who overrules all his wicked devices for good (Job 1:1-22; Luke 22:31-32); that he was defeated and judged at the Cross, and therefore his final doom is certain (John 12:31-32; 16:11; Rev. 20:10); that we are able to resist and overcome him only in the armor of God and by the Blood of the Lamb (Eph. 6:12-18; Rev. 12:11).
9. We believe in **THE SECOND COMING OF CHRIST**: that His return from heaven will be personal, visible, and glorious--a Blessed Hope for which we should constantly watch and pray, the time being unrevealed but always imminent (Acts 1:11; Rev. 22:20); that when He comes He will first by resurrection and translation remove from the earth His waiting Church (I Thess. 4:16-18), then pour out the righteous judgments of God upon the unbelieving world (Rev. 6:1-18:24) afterward descend with His Church and establish His glorious and literal kingdom over all the nations for a thousand years (Rev. 19:1-20:6; Matt. 13:41-43), at the close of which He will raise and judge the unsaved dead (Rev. 20:11-14), and finally as the Son of David, deliver up His Messianic Kingdom to God the Father (I Cor. 15:24-28), in order that as the Eternal Son He may reign forever with the Father in the New Heaven and the New Earth (Luke 1:32-33; Rev. 21:1-22:6).
10. We believe in **FUTURE LIFE BODILY RESURRECTION AND ETERNAL JUDGMENT**: that the spirits of the saved at death go immediately to be with Christ in heaven (Phil. 1:21-23; II Cor. 5:8), where they abide in joyful fellowship with Him until His second coming, when their bodies shall be raised from the graves and changed into the likeness of His own glorious body (Phil. 3:20-21; I Cor. 15:35-38; I John 3:2), at which time their works shall be brought before the Judgment Seat of Christ for the determination of rewards, a judgment which may issue in the loss of rewards, but not the loss of the soul (I Cor. 3:8-15); that the spirits of the unsaved at death ascend immediately into Hades where they are kept under punishment until the final day of judgment (Luke 16:19-31; II Peter 2:9 ASV), at which time their bodies shall be raised from the grave, and cast into the place of final and everlasting punishment (Rev. 20:11-15; 21:8; Mark 9:43-48; Jude 13).

11. We believe in THE ONE TRUE CHURCH: the mystical Body and Bride of the Lord Jesus (Eph. 4:4; 5:25-32), which He began to build on the day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (I Thess. 4:16-17); and into which all true believers of the present age are baptized immediately by the Holy Spirit (I Cor. 12:12-13 with 1:2); that all the various members of this one spiritual Body should assemble themselves together in local churches for worship, prayer, fellowship, teaching, united testimony, and the observance of the ordinances of our Lord.
12. We believe in SEPARATION FROM THE WORLD: that since our Christian citizenship is in heaven, as the children of God we should walk in separation from this present world, having no fellowship with its evil ways (Phil. 3:20 ASV; II Cor. 6:14-18; Rom 12:2, Eph. 5:11), abstaining from all worldly amusements and unclean habits which defile mind and body (Luke 8:14; I Thess. 5:22; I Tim. 5:6; I Peter 2:11; Eph. 5:3-11; Col. 3:17; Eph. 5:3-5, 18; I Cor. 6:19-20).
13. We believe in a BIBLICAL DEFINITION FOR MARRIAGE, GENDER AND SEXUALITY: that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
 - 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. (Gen 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. (I Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
 - We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; I Cor 6:9-10.)
 - We believe that in order to preserve the function and integrity of Mansfield Christian School as the local Body of Christ, and to provide a biblical role model to the school's members and the community, it is imperative that all persons employed by Mansfield Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality. (Matt 5:16; Phil 2:14-16; I Thess. 5:22.)
 - We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; I Cor 6:9-11.)
 - We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Mansfield Christian School.

We understand that the above Articles do not by any means exhaust the content of our creed which is the whole Word of God, and they are not intended to set a limit beyond which faith cannot go within this Word; but we do believe that in so far as these Articles extend, they are a true presentation of the sound doctrine taught in the Scriptures, and therefore binding upon us as Christian believers.

MANSFIELD CHRISTIAN SCHOOL DRESS GUIDELINES

It is our desire at MCS that our faculty, office personnel, and on-campus volunteers maintain a professional appearance that is consistent with our expectations for students. Employees and volunteers should dress to model conservative values that promote a serious atmosphere for learning as we focus on spiritual and academic objectives.

Guidelines for Women

- Skirts and tops, dress pants, crop/ankle pants, dresses are appropriate attire.
- Skirts and dresses must be modest and to the knee in length.
- Dresses and pants should be loose fitting and modest.
- Leggings are only permitted if they are worn with a long shirt/tunic or dress.
- Capri pants are not permitted.
- Denim or jean material in any form is not permitted.
- All tops should have a modest neckline. Low cut tops and sleeveless tops are not permitted. Flames t-shirts are permitted only on Flames Fridays in the Elementary.
- Dress shoes, casual leather shoes, and dress sandals are appropriate. Flip-flops are not permitted. Athletic or tennis shoes are not permitted; although some athletic shoes may be appropriate for specific activities.
- Modest accessories are appropriate. Pierced jewelry is limited to the ear.
- Since tattoos are not permitted for students, they are strongly discouraged for the adults on-campus. Any tattoos should be covered at all times. Teachers may not get new tattoos after gaining employment at MCS.

Guidelines for Men

- Dress shirts, ties, socks, dress shoes, dress pants or crisp casual pants are appropriate attire.
- Capri pants or pants not falling to the ankles are not permitted.
- Denim or jean material in any form is not permitted.
- Full button front, collared dress shirts and ties should be worn each day unless not activity appropriate or permitted otherwise by the principal.
- Dress shoes and coordinating socks are appropriate. Sandals and athletic or tennis shoes are not permitted.
- Modest hair styles are required.
- Clean shaven or trimmed facial hair is appropriate.
- Pierced jewelry is not permitted.
- Since tattoos are not permitted for students, they are strongly discouraged for the adults on-campus. Any tattoos should be covered at all times. Teachers may not get new tattoos after gaining employment at MCS.

*Specific exceptions are made for some positions requiring other attire. Seek administrative or supervisor approval.



2019-2020 Volunteer Agreement

Volunteer Name: _____

Volunteer Area (s): _____

As a volunteer at Mansfield Christian School,

I agree to abide by the policies and guidelines set forth in the

- Volunteer Policy, _____
- Dress Guidelines, _____
- and Relationship Guidelines. _____

I support Mansfield Christian School's Statement of Faith. _____

(Please initial to confirm that you have read and understand each document.)

- ☐ I agree that all the work I do is on a volunteer basis.
- ☐ I commit to perform my volunteer role to the best of my ability.
- ☐ I commit to meet time and task commitments and to provide sufficient notice when not available.
- ☐ I commit to act in a way that is in line with the goals and objectives and that enhances the work of Mansfield Christian School.
- ☐ I commit to confidentiality regarding student discipline, health and academic matters.
- ☐ I commit to using the Matthew 18 Principle if conflict arises.
- ☐ I understand that I will be volunteering at my own risk, and Mansfield Christian School, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury, or health problem which may arise from any volunteer work I perform for Mansfield Christian School.

Agreed to by

Volunteer Signature: _____ Date: _____

Please complete and return to Maria Day.

FOR OFFICE USE ONLY

☐ BCI/FBI _____ ☐ Protect My Ministry _____

Volunteer approved: _____ Date: _____



A Protect My Ministry background check is required for a volunteer working in a supervised position on a regular, ongoing basis. Protect My Ministry provides comprehensive criminal background checks, and there is no cost for the volunteer that serves on an ongoing basis at Mansfield Christian School. For more information, please see the Protect My Ministry website:

<https://protectmyministry.com/background-checks/volunteer-screening/>.

To complete a Protect My Ministry application:

- Go to the **For Families** page on the Mansfield Christian School website –
<https://www.mcsflames.org/for-families>
- Scroll to the bottom of the page to the **Policies|Procedures|Forms** section, and click on **Volunteer Information**.
- Click on **Protect My Ministry**.
- Complete the application providing all requested personal information. Please note: this is a secure site, and Protect My Ministry will not share your information.
- Once we receive notification from Protect My Ministry that you have completed the information, we will request the background check.

If you have any questions, please contact Sarah Wilson in the Central Office at 419-756-5651 ext. 200 or wilson.sarah@mcsflames.org.