



Faith Christian School Volunteer/Chaperone/Driver Code of Conduct & Application

“And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” Colossians 3:17

As a volunteer:

1. I will sign in at the office during office hours every time I serve.
2. I will wear an identification badge as required by the school.
3. I will dress neatly and modestly, remembering at all times my role as a leader among the student body.
4. I agree never to be alone with an individual student without the authorization of teachers and/or school authorities.
5. I will exchange home directory information only with administrative approval and only if it is required as part of my role as a volunteer/chaperone/driver. I will not provide solicitors with directory information. I will not use the school directory for personal business.
6. I will maintain confidentiality outside the school and will share any concerns that I may have with appropriate teachers and school administrators only. What I hear and observe about students, families, and staff while serving in the school is completely confidential. Repeating a seemingly harmless comment can lead to misunderstanding and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected. Any violation of confidentiality may result in the school altering or removing your opportunities as a volunteer/chaperone/driver.
7. I agree to perform under the direction and supervision of school personnel/administration. I agree to know and follow school policies and procedures.
8. I agree to adhere to the school driving policies.
9. I will not disclose, use or disseminate student/staff photographs or personal Information. If I am expected to volunteer/chaperone/drive but cannot be present, I will notify the teacher or the school office as soon as possible.
10. In the event of a disagreement between volunteer/chaperone/driver or any staff, I will use the principles of Matthew 18:15-17 and Philippians 2:1-4 as a guideline for settling the disagreement with everyone involved.

11. I understand and acknowledge that I am to support the staff and teachers. The teacher is responsible for maintaining student discipline and determining my role and duties as a volunteer/chaperone/driver. While on campus, if I have any concern regarding another student's behavior or particular situation, I am to address them to the attention of the teacher or staff person present. It is not my duty to discipline or intervene directly with other students.

Application requirements:

For those interested in volunteering, chaperoning or becoming a FCS Driver: Driver volunteers will drive students to school activities (*see extra background requirements below*). Volunteers & Chaperones are defined as a person who supervises children without a Teacher/Staff Member (i.e. overnight events, tutoring, field trips, etc.), or coaching of any kind for the FCS sports department. Faith Christian School takes the safety of our students as a top priority. Therefore, background checks will be conducted on anyone serving at the school who may have access to students as a result.

As a result of this application, a background check will be obtained for the applicant. The cost of this is to be covered by the applicant (\$16). Please submit the \$16 with the application and you will receive an email from **Shepherd's Watch** within 24-48 hours. Once you receive the email click on the link to start the background process. This process must be completed & approved before serving in any capacity at the school.

In addition, for those who transport students, we also need a copy of your current insurance card and an uncertified 39 month driver's license motor vehicle record. This may be obtained by going to <https://azmvdnow.gov/home> and following the instructions to print out a copy. The cost for this service is minimal and is paid via the Service Arizona website. This must be completed & approved before allowing the transportation of students other than your own.

All reports will be treated confidentially and will be used for the approval or denial of this application only. Care to maintain confidentiality will be taken in the storage and disposal of these records. Each applicant will be considered on a case by case basis and certain negatives in either the background report or the driver's license record will not automatically disqualify the applicant from serving. Feel free to attach an explanation to this application explaining extenuating circumstances that are or may be revealed by these reports.



The Volunteer, Chaperone, and Driver Acknowledgement

Voluntary services - I acknowledge that my relationship with Faith Christian School is as a Volunteer, Chaperone, or Driver and that I am donating my time and services. For driver volunteers this would include costs associated with transportation, without any expectation of payment.

Background and National Sex Offender Registry Check - I acknowledge that I will be required to undergo a criminal background with the National Sex Offender Registry check that will be reviewed by the Administration.

Insurance **(driver only)** - I confirm that I maintain automobile liability insurance in compliance with the minimum coverage requirements of the State of Arizona. I further acknowledge that Faith Christian School maintains a Liability Insurance Policy. However, I understand that my personally maintained insurance coverage will be considered primary and that Faith Christian School Liability Insurance Policy will be considered secondary or excess coverage.

Code of Conduct - I agree to follow the FCS Volunteer/Chaperone/Driver Code of Conduct at all times in my role as a Faith Christian School Volunteer/Chaperone/Driver.

Please print your information legibly in black or blue ink

Check only to what applies: ☐ Volunteer/Chaperone ☐ Driver

Name (full legal): _____ Date: _____

Email _____

Current Address: _____

Phone: _____

Please include a \$16 fee for the background check.

I acknowledge that I agree to the terms and conditions listed above.

Signature

Date

Office Use Only:

Date Recieved: _____

Background Check: _____

Volunteer/Chaperone Approval: _____

Driver: Y _____ **N** _____