



GUIDELINES FOR PROFESSIONAL RELATIONSHIPS BETWEEN STUDENTS AND STAFF, FACULTY AND ADMINISTRATION

SUMMARY

Westside Christian High School is a professional educational institution with a highly relational environment. Westside provides a model for discipleship that honors the boundaries between student and teacher expected in our community. It is prudent for any teacher, staff, coach, or mentor to use caution in a variety of situations. The purpose of the following guidelines is to protect students, employees, volunteers, and Westside Christian High School.

COMMUNITY EXPECTATIONS

Our students' parents have an expectation that teachers will extend the understood values of the school while mentoring their student. Our families expect our teachers, coaches, staff, and mentors to play the role of a mature authority figure in the lives of their students while supporting and honoring the parents' values. All faculty, staff, coaches, and volunteers working with students must submit to a criminal background check. Any person who may pose a threat to children, youth or vulnerable adults will be prohibited from working in any program involving children, youth, or vulnerable adults.

AREAS IN WHICH TO USE CAUTION

Specifically use caution, communicate clearly, and seek counsel from school administration when engaging with students in the following areas:

- Adult-to-Student Communication
- Meetings with Students
- Transportation of Students
- Small-group Off-campus Events
- Overnight Trips with Students

Definitions:

“Adult” refers to any employee of Westside Christian High School or any volunteer who is serving in an official role after been being vetted through an application and background check.

Adult-to-Student Communication:

All communication from an adult to a student should be professional in purpose, content, and tone. The following guidelines should be used when communicating with students outside of the school environment.

- Phone/Text Messages: Phoning and texting students should be directly related to school programs.

Transportation and Off-Campus Events:

For most school events, school transportation is available. Contact office staff in order to make arrangements for the use of one of the school buses and a certified driver.

Any time a school employee, coach, or volunteer leader desires to take students off-campus, this is considered a school-sponsored event, and the following MUST be followed to protect the leader, the students involved, and the school.

- An Activity Request Form must be completed and approved by the administration.
- Parents must complete and sign an official Westside Christian High School permission slip.
- If students will miss any classes, each student must submit a completed pre-arranged absence form.
- Only school personnel, parents, and vetted volunteer leaders may drive students. All drivers must be insured. Seat belts must be worn.
- Students should not be driving except to come to school, and leave after school.
- All students must return to the school or home with their original driver unless prior arrangements have been made in writing. Parents can pick up their students.
- If the group returns to school at night, an adult must remain at the school until all students in the group have left campus.
- An adult must never transport only one student at any time.
- Every driver must complete a transportation waiver form when using non-Westside transportation.
- For large groups, a 1:10 chaperone-student ratio must be maintained.
- Student conduct prescribed in the Student Handbook should be followed.

Overnight Events and Trips:

- An Overnight Event Form must be completed and approved by the principal. (This will take the place of an ARF).
- The leader must make copies of each student's health form to take on the trip.
- At least two adults must act as chaperones. One must be an employee of Westside Christian High School. At no time may one adult be alone with a student.

SOCIAL NETWORKING GUIDELINES

Internet-based social networks are designed with a high degree of interconnectivity that allows for a free flow of information from all we have "friended". This allows for a dynamic social climate, which adds to the popularity of such sites. While there is potential for educational gain, school personnel "friending" current students carries risk; therefore, Westside Christian High School offers the following guidelines for employee use of social networks.

- Adults must not "friend" current students and communicate directly through personal social network accounts.
- If an employee, volunteer, or student desires to set up a social network account for school purposes, administrative approval is necessary and an additional staff member will be assigned as an accountability support.

ACKNOWLEDGEMENT AND AGREEMENT FORM

This is to acknowledge that I have received a copy or am able to access a copy of the Westside Christian High School policy on GUIDELINES FOR PROFESSIONAL RELATIONSHIPS BETWEEN STUDENTS AND STAFF, FACULTY AND ADMINISTRATION.

I have read the policy and understand and agree that it is my responsibility to abide by the rules, policies, procedures, and standards it sets forth. I hereby agree to obey the standards of conduct as laid out in this policy as a condition of my position with Westside Christian High School.

Name _____ Position _____

Signature _____ Date _____



VOLUNTEER COMMITMENT FORM

This form acknowledges your commitment to serve as a volunteer at Westside Christian High School during the 19/20 school year. Our school is truly blessed with the giving and commitment of time and talents of all our volunteers. Our students greatly benefit from all your hard work and desire to support their education in this way.

VOLUNTEER REQUIREMENTS

Every volunteer must have on file in the school office; the following completed and signed forms:

- Background Check Disclosure and Authorization Form
- Volunteer Agreement and Release Form Liability Form
- Guidelines for Professional Relationships Between Students and Staff, Faculty and Administration Acknowledgement and Agreement Form

I, _____, agree to accept the responsibilities and comply
(Name)
with the code of conduct while serving as a volunteer representing Westside Christian High School. I agree to accept guidance from the Westside faculty and staff, follow the rules, support the school's mission and Statement of Faith, and fulfill my volunteer agreement to the best of my ability.

I understand that by volunteering under this agreement, I will not receive any compensation for the work I am performing and that I will NOT be considered to be an employee of Westside Christian High School. I understand that volunteer service is not creditable for tuition discounts, leave accrual or any other employee benefits. I also understand that either Westside or I may cancel this agreement at any time by notifying the other party. I agree to provide my services for the number of hours as requested and fulfill my commitment on an as needed basis.

Signature: _____

Date: _____

preparing for purpose

VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY

In signing this form, I understand and agree to the following terms and conditions related to volunteering my services to Westside Christian High School.

Volunteer's Name: _____ Male Female

I recognize that, as a volunteer I represent Westside Christian High School to the public. I accept the responsibility for this status and will conduct myself in a professional manner. I will be clean and sober when conducting business as a representative of this organization.

I will not participate in and will report any and all instances of any sort of harassment, exploitation, and/or intimidation. I will work to maintain an atmosphere of physical and emotional safety for everyone associated with the organization: (employees, contractors, volunteers, students, and visitors).

I agree to maintain the confidentiality of all volunteers, students, and donors about whom I have personal and identifying information. *Please initial here:* _____.

I agree to honor the commitment length and frequency of service that I make to the organization. I agree to update my personal information and emergency information as changes occur. *Please initial here:* _____.

I am aware that as a volunteer I expose myself to potential hazards which include but are not limited to: kitchen accidents, cuts, burns, back injury from lifting, car accidents, property damage or injury to others in car accidents, falls, muggings, etc. Potential hazards have been explained to me. I am voluntarily participating in this service with the knowledge of the potential hazards involved and hereby agree to accept any and all risks of injury. *Please initial here:* _____.

I agree that my assignees, heirs, distributees, guardians, and other legal representatives will not make a claim against, or sue for injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent, or volunteer contractor of the organization as a result of my participation as a volunteer. I hereby release Westside Christian High School from all actions, claims, or demands that I, my assignees, heirs, guardians, and legal representatives now have or may hereafter have for injury resulting from my participation as a volunteer. *Please initial here:* _____.

If my volunteer service includes driving an automobile, I acknowledge that I have both a valid driver's license and automobile liability insurance policy as required by state law. I agree to maintain my license and insurance in good standing for my entire tenure as a volunteer for the organization. I am knowledgeable of and agree to abide by local and state traffic laws. I agree not to drive while under the influence of alcohol and/or other intoxicating substances. *Please initial here:* _____.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and I sign it of my own free will.

Signature: _____ Date: _____

Phone #: _____ Address: _____
