

Leadership Requirements and Code of Conduct

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PURPOSE

Cornerstone Family Schools (CFS) is a unique organization that is “dedicated to assisting Christian families who have chosen to train their children in a responsible manner primarily at home. To accomplish this goal, CFS provides a structure of accountability, support, and encouragement for parents who desire to provide their children with the best possible education.” That is why we exist as an organization.

Individuals who assume leadership responsibilities are providing a great service for our member families. At the same time, because of their leadership role, they have a high ethical standard and obligation to meet. To minimize confusion and the possibility of conflict, the following are applicable to all activity leaders, coordinators, coaches, directors and administrators that perform a function on behalf of CFS.

PROCEDURE

As outlined below + see FAQ’s (Frequently Asked Questions):

NOTE: To be recognized as a CFS group activity, the activity must be sanctioned by the CFS Board of Directors. Anyone assuming responsibility within a sanctioned CFS activity (i.e. activity leader, coordinator, coach, assistant coach, director, etc.) must complete the following prior to initiating their role (see note on item 3):

1. A CFS approved Child Safety Training course (and a review/repeat course every 2 years).

2. A background check from a CFS approved vendor (background checks are required for new member applicants and non-member activity leaders but waived for full CFS members who joined before 6/1/2019 and who have maintained full membership since joining). Some exceptions may apply with Board approval.
3. A CFS orientation that includes, at a minimum: CFS history, purpose, statement of faith, suspension protocol for late reporting. Orientation is waived for full CFS members as this information is covered in new member orientation (however full CFS member leaders are still required to acknowledge annually (via signature or email) that they have read the information covered in orientation (as listed above). Note: orientation ideally should occur prior to starting a leadership role but is required before competition begins. Attending a CFS new member orientation is ideal but since this may not be held before activity organization or practices need to begin, orientation should be done ASAP.
4. Read, agree and sign the below Code of Conduct (annually).

CODE OF CONDUCT:

Anyone assuming responsibility within a sanctioned CFS activity (i.e. activity leader, coordinator, coach, assistant coach, director, etc.) must abide by the following code of conduct.

1. Regardless of the activity for which you perform a function, we exist as one organization. You agree to abide by the adopted policies of your activity and be subject to the guidance of the activity sub-committee that oversees the activity.
2. Recognize and accept that the CFS Board of Directors takes precedence over the activity sub-committees as the sub-committees report to and take direction from the Board within CFS.
3. Leaders shall make every effort to live by CFS's ideal standards of belief (and not exhibit behaviors that are potentially harmful or destructive).
4. Leaders shall not engage in discussions that are disrespectful to the organizational leadership, other members, the organization, or others outside the organization.
5. CFS is a Christian organization that abides by a Statement of Faith. Leaders shall make every effort to act in accordance with Christian standards of conduct and not at variance with the CFS Statement of Faith.

Because CFS is an organization intended to assist Christian families, standards of godliness and moral behavior are expected, not only from all participants, both parents and children, but especially from those who assume leadership responsibilities within the organization.

Leaders found to violate the Code of Conduct shall be subject to discipline up to and including removal from the leadership position.

By signing below, I certify that I:

1. Completed a CFS approved background check, child training course and orientation (or whichever of these may be required according to my affiliation with CFS as outlined above);
2. Have received a copy of the Code of Conduct for Activity Leaders;
3. Have read and understand the Code of Conduct; and,
4. Agree to comply with the Code of Conduct.

Print Name

Signature

VERSION HISTORY

Version	Description	Date
1.0	Policy G-008 adopted by Board of Directors	April 27, 2019

APPENDIX A

FAQ's: Leadership Requirements and Code of Conduct

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PURPOSE

The purpose of this Appendix is to clarify common questions regarding the policy, especially Background Checks and Child Safety Training.

PROCEDURE

Q: Who is required to have a BC?

A: New CFS membership applicants as well as non-member activity leaders, however, alumni of current member families who are in good standing with CFS, may serve as an activity leader without need of a background check. A background check will also not be required for alumni whose family are no longer members of CFS provided they graduated within the last 5-years.

Q: Who in CFS receives the BC results?

A: The Administration Ambassador position coordinates the BC and CST programs and receives the results. The Membership Ambassador position would also have access to the results. Questionable results from BC's would be communicated to the Board for decision making purposes.

Q: Who pays for BC's?

A: New member applicants will pay \$15 per person (\$30 for a couple) that is in addition to normal CFS dues to cover the cost of BC's. This amount could change in the future depending on the cost of BC's.

A: It is the responsibility of the activity area (Fine Arts, Events, Athletics, etc.) to cover the cost of BC's for their non-member activity leaders.

Q: How far back do BC's go and how long do they take to get the results?

A: Sex Offender Registry and felony convictions = unlimited time in past is reviewed; misdemeanor convictions = 10 years; open charges = 7 years. Results take 1-3 business days for "Plus" searches—the type CFS plans to use.

Q: Who is required to take CST?

A: Any leader/volunteer who interacts with kids is required to take CST. The "Volunteer List" can be used as a guide, but each activity area (Fine Arts, Events, Athletics, etc.) should develop their own list.

Q: Do activity leaders/volunteers have to repeat CST at some time in the future?

A: Yes, CST is required every 2 years. CFS Administration Ambassadors track completion.

Q: How is CST administered?

A: An email link can be sent to the activity leader/volunteer. Follow the link, supply your information, and complete the online training. The training is expected to take ~1 hour, 20 minutes followed by a quiz.

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1.0	Policy G-008 FAQ's adopted by the CFS Board of Directors	April 27, 2019