

LIFEWISE ACADEMY



VOLUNTEER HANDBOOK

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INTRODUCTION

We're glad you are here! We consider your presence, as a part of the LifeWise Academy team, a blessing from God and are committed to coming alongside you so that we can effectively reach the next generation with the gospel.

A LifeWise team member is anyone who serves in an official capacity with LifeWise. As a LifeWise volunteer team member, you represent the Body of Christ in both your work life and your private life. As a result, we count on you to always be sensitive to how others may see you biblically, spiritually and ethically. You are inextricably linked with the integrity of this ministry. Accordingly, we encourage you to strive toward living a life that reflects your personal commitment to Jesus Christ and is an example to others of your support of the vision and values of LifeWise.

The LifeWise Volunteer Handbook is intended to provide guidelines and summary information about serving on the volunteer team. It is important that you read, understand and become familiar with the contents of this handbook in order to comply with established standards.

It is not possible to anticipate every situation that may arise in the ministry or to provide information that answers every possible question. Please talk with your LifeWise program director if you have any questions or need additional information.

The policies and practices described in this handbook are subject to change from time to time, with or without notice, at the sole discretion of LifeWise, who reserves the right to modify, supplement, rescind or revise any policy, benefit or provision as it deems necessary or appropriate.

100 – FOUNDATIONAL CONCEPTS

101 Released Time Religious Instruction

LifeWise is a released time religious instruction program that teaches the Bible to public school students at all grade levels. Released time is a period of time during which "... a student is excused from school to attend a course in religious instruction conducted by a private entity off school district property."¹ Released time allows students to receive religious education in public school and honors the judicial doctrine of the separation of Church and State by adhering to the guidelines established in the key U.S. Supreme Court decision *Zorach v. Claiborn*, which has been tested and upheld ever since.

"We are a religious people whose institutions presuppose a Supreme Being. When the State encourages religious instruction or cooperates with religious authorities by adjusting the schedule of public events to sectarian needs, it then follows the best of our traditions, or it then respects the religious nature of our people and accommodates the public services to their spiritual needs. To hold that it may not would be to find in the Constitution a requirement that the government show a callous indifference to religious groups. That would be preferring those who believe in no religion over those who do believe. We find no constitutional requirement which makes it necessary for government to be hostile to religion and to throw its weight against efforts to widen the effective scope of religious influence."

— Justice William O. Douglas, *Zorach v. Claiborn* (1952)²

Released time guidelines both guard against government establishment of any one religion while allowing expression of our right to the "free exercise of religion" also protected by the First Amendment. Specific state policies vary. For example, Ohio law HB 171 (ORC 3313.6022) was added by the 130th General Assembly and signed into law by the Governor in 2014. The law allows public school students to be excused from school to receive religious instruction as long as certain conditions are met:

- ◆ The released time program is conducted by a private entity off school district property
- ◆ The student's parent or guardian gives written consent
- ◆ The released time program maintains attendance records and makes them available to the partnering school(s)
- ◆ The released time program makes provisions for and assumes liability for the student
- ◆ No public funds are expended and no public school personnel are involved in providing the religious instruction
- ◆ The student assumes responsibility for any missed schoolwork

No student may be released or excused from a core curriculum subject course to attend a released time program. While attending a released time program, students are not considered absent from school. LifeWise is a replicable released time program that meets all of these conditions and legally teaches the Bible during school hours.

¹ Taken from HB 171: 3313.6022 Released time courses in religious instruction. <http://codes.ohio.gov/orc/3313.6022>, accessed 3/11/2019.

² <https://caselaw.findlaw.com/us-supreme-court/343/306.html>, accessed 3/12/2019.

102 Statement of Faith

What We Believe

LifeWise Academy maintains a high view of the authority of Scripture, and we align ourselves with historic, orthodox Christian beliefs as expressed in the Nicene Creed.

We believe the storyline of Scripture that climaxes in the central gospel message, that Jesus Christ died for our sins and was raised from the dead. We believe this gospel is true and essential and announces the way by which sinners are reconciled to God.

What We Teach

The work of LifeWise Academy to reach public school students with the gospel is celebrated and supported by Christians from diverse theological backgrounds. We seek to avoid discussions about denominational differences while keeping the focus on what's clearest in Scripture. We strive to keep the main and plain things in Scripture the main and plain things we teach.

LifeWise teachers and content reflect the following beliefs in all teaching:

1. Scripture, God's infallible written Word consisting of the 66 books of the Old and New Testaments, was uniquely, verbally and fully inspired by the Holy Spirit and that it was written without error (inerrant) in the original manuscripts. It is the supreme and final authority in all matters on which it speaks. (Psalm 19:7; 2 Timothy 3:16-17; 2 Peter 1:20-21)
2. There is one true God, eternally existing in three persons—Father, Son and Holy Spirit—each of whom possesses equally all the attributes of Deity and the characteristics of personality. (Deuteronomy 6:4; Matthew 28:19; 2 Corinthians 13:13)
3. Jesus Christ is God, the living Word, who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is perfect Deity and true humanity united in one person forever. (John 1:1, 14; Matthew 1:18-23; John 14:8-9)
4. Jesus Christ lived a sinless life and voluntarily atoned for the sins of men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. (2 Corinthians 5:21; 1 Peter 2:24; 3:18)
5. Jesus Christ rose from the dead in the same body, though glorified, in which He lived and died. (1 Corinthians 15:3-4; Luke 24:36-43; Philippians 3:21)
6. Jesus Christ ascended bodily into Heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for His own. (Acts 1:9-11; Romans 8:34; 1 Timothy 2:5)
7. Man was created in the image of God. He sinned by disobeying God; thus, he was alienated from his Creator. That historic fall brought all mankind under divine condemnation. (Genesis 1:26-27; Genesis 3; Romans 5:12)
8. Man's nature is corrupted, and he is thus totally unable to please God. Every man is in need of regeneration and renewal by the Holy Spirit. (Romans 3:10-12; Ephesians 2:1-3; John 3:3)
9. The salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. (Ephesians 2:8-9; Romans 4:5; Philippians 3:9)
10. The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to men. He convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of spiritual birth and seals them until the day of redemption. His

fullness, power and control are appropriated in the believer's life by faith. (John 16:13-14; John 3:5-8; Ephesians 1:13-14)

11. Every Christian is called to live so in the power of the indwelling Spirit that he will not fulfill the lust of the flesh but will bear fruit to the glory of God. (Galatians 5:16,22-23; Romans 8:13-14; 1 Corinthians 3:16)
12. Jesus Christ is the Head of the Church, His Body, which is composed of all people, living and dead, who have been joined to Him through saving faith. (Colossians 1:18; Ephesians 5:23; 1 Corinthians 12:13)
13. God admonishes His people to assemble regularly for worship, for edification through the Scriptures and for mutual encouragement. (Hebrews 10:24-25; Acts 2:42; Colossians 3:16)
14. At physical death, the Christian enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his body to everlasting glory and blessing. (2 Corinthians 5:8; Philippians 1:23; Matthew 25:46)
15. At physical death, the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his body to everlasting judgment and condemnation. (Luke 16:22-23; 2 Thessalonians 1:9; Matthew 25:46)
16. Jesus Christ will come again to the earth—personally, visibly and bodily—to consummate history and the eternal plan of God. (Acts 1:11; Revelation 1:7; Matthew 24:30)
17. The gospel is the good news of Jesus Christ. This gospel is Christological (the message centers on the death and resurrection of Christ, that Christ died for our sins and was raised), biblical (His death and resurrection are according to the Scriptures), theological and salvific (Christ died for our sins to reconcile us to God), historical (if the saving events did not happen, our faith is worthless, we are still in our sins and we are to be pitied more than all others), apostolic (the message was entrusted to and transmitted by the apostles, who were witnesses of these saving events), personal (where it is preached, received, believed and held firmly, individual persons are saved) and communal (Christ's work unites Christians with fellow members of the body of Christ). (1 Corinthians 15:1-5; Romans 1:16; 2 Corinthians 5:18-21)

Note: This Statement of Faith does not exhaust the extent of LifeWise's religious beliefs. The Bible, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality and the proper conduct of human affairs. For purposes of the organization's faith, doctrine, practice, discipline and policy, the LifeWise Board of Directors is the final interpretive authority on the Bible's meaning and application.

Note: Scripture references included highlight key biblical foundations of the LifeWise Statement of Faith. They are not exhaustive but offer clarity on our core convictions.

103 Vision Statement and Philosophy

Vision Statement

To reach all students in public schools with the gospel through a high-quality, community-driven released time religious instruction program.

Vision Philosophy

About Our Mission Field – “students in public schools”

Our vision to reach students in public schools requires that we engage with groups who may or may not share our gospel-centered objective. Therefore, we will be vigilant to “walk in wisdom” (Col 4:5) as we serve and interact with those who hold different worldviews. All of our public messaging, branding and communication will be intelligible, relatable and compelling to those without a church background or a

prior understanding of the intrinsic value of Scripture. Classes themselves will also be designed primarily to engage students without a church background, as opposed to mimicking traditionally Christian gatherings, such as corporate worship services and Sunday school classes.

About Serving Schools – “a high-quality, community-driven released time religious instruction program”

We are committed to providing a high-quality released time program with an emphasis on character education. We believe such a program meets the felt needs of schools for improved student behavior, mental health, academic performance and other benefits. We seek to meet these needs out of a sincere desire to serve students, schools and communities, not simply as the means to an evangelistic end.

About Teaching Scripture – “the gospel”

We are committed to the faithful, gospel-centered teaching of Scripture. We believe Scripture is the revelation of God manifested most supremely in the person and work of Christ, the Word of God incarnate. For this reason, all biblical teaching will be tied to the broader context of the gospel, the metanarrative of God’s unfolding plan of redemption—that through the death and resurrection of Jesus Christ, God has come to reconcile individuals by His grace and to renew the whole world by and for His glory. This is the gospel that saves and empowers true inward change. Out of this gospel-centered teaching, we will apply explicit and implicit character principles. We will also use apologetics when appropriate to help engage students with the text of Scripture, but we will not expect anyone to be intellectually argued into the Kingdom of God.

About Results and Responses – “reach ... with the gospel”

We trust that the faithful teaching of the Word of God is spiritually effective and fruitful. We expect the results to vary in magnitude and visibility. We plant and water, but it is God who brings true inward growth and change. While many tools to mark spiritual conversions have been used, such as altar calls, recited prayers and commitment cards, we will avoid using formulaic methods and defer to families and local churches to authenticate and celebrate spiritual conversions. Our continual appeal to students will be to believe the gospel, repent from sin, trust in Christ and get connected with a local church. While always striving to be winsome, we will measure our success primarily by whether students are hearing the gospel. We will look for and track other indicators of effectiveness, but we do not feel obligated to accomplish the impossible task of fully quantifying the spiritual results.

About Relating to Churches – “a high-quality, community-driven released time religious instruction program”

We understand that LifeWise Academy is not a local church. However, we aim to serve local churches as an effective tool they can wield in their mission to reach their communities. We will look for every opportunity to strategically connect students and their families to the broader ministry of local churches. We will be careful to leave the responsibilities of robust spiritual shepherding, church discipline and administering baptism and communion to local church leaders.

About Fighting Vision Drift

We are fully committed to our vision. While our methods and strategies will evolve over time, our vision is settled. We recognize that vision/mission drift is a constant danger to all ministries, particularly one like ours, which interacts so closely with government institutions such as public schools. Therefore, we will always be careful to consider every decision in light of our vision. We understand this will be a path of hard choices and sacrifices. We will opt out of seemingly good opportunities that would move us away from our vision. We will also opt into challenging situations that are necessary for the effective pursuit of our vision.

We trust that God will use our efforts in the building of His Kingdom as our team is totally unified around our vision.

****VISION vs. MISSION:** *While many organizations maintain separate vision and mission statements, we do not see a clear and compelling consensus to differentiate between the two concepts. For this reason, LifeWise will focus primarily on our internal “vision statement” with the occasional use of the word “mission” in our external character-focused brand messaging. From time to time, particularly when discussing “mission drift,” the terms “vision” and “mission” will be used interchangeably.*

104 Core Values

As LifeWise team members, we seek to hold together two qualities that, by observation, can seem mutually exclusive: Commitment & Competence. Commitment is a matter of the heart. It speaks to one's attitudes and motivations. Competence is a matter of the head and hands. It speaks to one's skills and productivity. We will exemplify and pursue both these qualities, knowing that any success is a gift from God. **We will work smarter AND harder by God's grace (1 Cor 15:10).**

◆ Committed

- ◆ **Vision-centric:** We will be fully committed to the LifeWise Academy vision to reach students with the gospel. Our focus will be to achieve this vision with every activity, avoiding distraction. This gospel we proclaim was accomplished by our King, Jesus Christ, and we will seek to glorify Him in this ministry.
- ◆ **Servant-minded:** We will have the heart of Christ, who came not to be served, but to serve. We will embody this attitude in every interaction with students, donors and fellow team members.
- ◆ **Growth-oriented:** We will never be complacent. We know there is always room for improvement. We will continually strive to move forward and pursue both personal and organizational growth.
- ◆ **Hard-working:** We will do what it takes to get the job done, period. We will have the internal grit and self-motivation necessary to go the extra mile to accomplish our goal.

◆ Competent

- ◆ **Strategic:** We will consider all angles and make the best decision possible in every situation to help achieve our short-term goals. We will also think “big picture” and make carefully calculated decisions now that set us up to achieve the long-term objectives of the ministry.
- ◆ **Innovative:** We will continually look for new and better ways to achieve our vision. We will do what it takes to turn our ideas into reality, even if our solutions seem unconventional.
- ◆ **Problem-solving:** We will figure it out. We will strive to never be the victim of our circumstances. We will always find a way.
- ◆ **Excellent:** Being attentive to every detail, we will maintain the highest standard of excellence in all we do.

105 Team Member Conduct

By choosing to serve in ministry, we are entering into a leadership role. Everyone we minister to and interact with (particularly young people) will watch us closely and take what we say seriously. Therefore, we must accept that being a Christ-like leader is all-encompassing. Character and lifestyle are of primary

importance to our culture, so who we are during ministry should be consistent with who we are in every other role we find ourselves the remainder of the week, especially at work and in our homes.

As a LifeWise team member, and in light of the LifeWise Worldview Statement, you are expected to adhere to the following personal responsibilities and standards of conduct:

- ◆ **Personal Prayer and Bible Study:** Each team member is expected to make personal prayer and Bible study a regular part of his/her life.
- ◆ **Local Church Involvement:** Each team member is to actively participate in and submit to a local church whose doctrine and ministry are in agreement with our Statement of Faith.
- ◆ **Holiness:** In accordance with Scripture, each team member is expected to live a life which is above reproach, temperate, self-controlled, respectable, hospitable and to act with a high level of consideration for those around him/her.
- ◆ **Sexual Purity:** In accordance with Scripture, each team member is expected to agree with and commit to abide by the position that God's design for the gift of sex is that it is to be exercised and enjoyed exclusively within the covenant relationship of marriage between one man and one woman. Additionally, a person's sex has been given as a gift from God and should not be altered. (Gen. 1:26-28; Gen. 2:18-24; 1 Cor. 6:9-13; Col. 3:5; Rom 1:26-27)
- ◆ **Integrity:** Each team member is expected to demonstrate honesty and the highest ethical standards in all ministry, business and personal dealings.
- ◆ **Attitude Toward Leadership:** In accordance with Scripture, each team member is to humbly respect the authority of those in leadership positions.
- ◆ **Relationships:** Each team member is expected to act professionally in all interactions, in person and on social media and explicitly prohibit any sexual or otherwise impure or unjust relationship. Those who are in a premarital romantic relationship are expected to conduct themselves in ways that reflect the biblical view of marriage between one man and one woman, maintaining the purity and integrity of their relationship.
- ◆ **Social Media:** For any social networking site that involves requesting a connection, such as inviting someone to be a friend on Facebook, LifeWise team members shall not initiate such connections with youth. Team members shall treat their interaction with youth on social networking sites, as well as any electronic communication, as though the interaction were occurring in public in front of other adults and youth. Additionally, team members should generally avoid one-on-one texting and Private Messaging with students. If responding to a Private Message, team members should include another adult in the thread. LifeWise team members shall refrain from electronic interactions that can be seen by a reasonably prudent person as inappropriate in frequency, tone or content.
- ◆ **Illegal Drugs:** The possession, use or sale of illegal drugs is prohibited and will constitute cause for immediate termination of employment or service.

106 Religious Affiliation

LifeWise is organized and operated within, and as a part of, the world-wide community of believers, the Church of our Lord and Savior, Jesus Christ, independent of any other recognized denomination, organized local congregations and any other part of the Church of the Lord Jesus Christ. Because LifeWise is a parachurch ministry with a missionary focus, it shall regularly partner with other denominations and organized congregations and other parts of the Church of the Lord Jesus Christ in order to fulfill its mission. LifeWise will not officially endorse any particular church or denomination.

107 Counter-Witnessing

LifeWise, Inc. holds, believes and practices the values set forth in the LifeWise Statement of Faith and other foundational documents, namely the Team Member Conduct Agreement, Big Picture Packet and Employee Handbook. When LifeWise team members endorse views contrary to these teachings, such counter-witnessing creates confusion about the fundamental values of LifeWise among both team members and society at large.

Thus, LifeWise requires all team members to conduct themselves in a manner that is compatible with the LifeWise Statement of Faith, Team Member Conduct and mission. Further, LifeWise team members must refrain from public support of any cause or issue that is explicitly or implicitly contrary to that which LifeWise holds to be true, as set forth in the Statement of Faith. Recognizing that no person can give perfect witness to these truths, LifeWise professionals are nevertheless called to strive for assent and fidelity.

LifeWise team members agree that if at any time they find themselves out of accord with the Statement of Faith or Team Member Conduct agreement, that they will, on their own initiative, make known to LifeWise leadership the change that has taken place in their beliefs since their last written affirmation of the Statement of Faith and, if requested, quietly and voluntarily remove themselves from involvement with LifeWise. Team members understand and affirm that this requirement is a material term and a condition precedent to continued involvement with LifeWise.

200 – GENERAL POLICIES

201 Alcohol-Free and Drug-Free Workplace Policy

LifeWise, Inc. supports and maintains an alcohol-free and drug-free environment to provide for the health and safety of students, employees and volunteers.

Drivers operating vehicles that require a CDL license will be subject to pre-employment and random drug and/or alcohol testing.

Alcohol-Free Workplace Policy

This policy prohibits the possession or consumption of alcohol at any LifeWise, Inc. site. Furthermore, no employee shall be under the influence of alcohol while on the premises of any LifeWise, Inc. site. Persons whose positions with LifeWise, Inc. require driving LifeWise, Inc. vehicles may be removed from such positions if found to have been driving under the influence of alcohol, whether on duty or off.

Drug-Free Workplace Policy

This policy prohibits: the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, intoxicants, or controlled substances; inappropriate use of prescription drugs, including medical marijuana, at work; and working while unlawfully using controlled substances. The possession or use of non-medical marijuana is prohibited at all LifeWise, Inc. sites. Furthermore, no employee shall be under the influence of marijuana while on any LifeWise, Inc. site.

202 Background Checks and Screening

LifeWise has a duty to undertake reasonable efforts to safeguard the students it serves, the public and its own interests. Therefore, it is the policy of LifeWise, as a minimum requirement for consideration for service, to conduct a thorough background screening of all LifeWise staff, leadership board and volunteer team members. Mandatory rechecks will be done every three years for all team members. Additionally, LifeWise may periodically reassess current team members.

Background screenings will include:

- ◆ A court record search in all counties in which the applicant has lived in the past seven years
- ◆ A nationwide multi-state search
 - ◇ The InstaCriminal Multi-State Database contains millions of criminal records from thousands of sources, including:
 - State/County courts
 - Department of Corrections records
 - FBI Most Wanted Lists
 - Terrorist Watch Lists
 - Office of Foreign Asset Controls (OFAC)
 - Sex Offender registries
 - ◇ This database also contains records from various government watch lists

All LifeWise staff, leadership board and volunteer team members are required to provide the necessary identification to complete a standard background check. This ensures a safe and compliant environment for our organization. Required identification includes:

- ◆ A government-issued photo ID, such as a driver's license, state ID card or passport

◆ A Social Security Number (SSN)

If the required identification cannot be provided, individuals will be deemed ineligible for participation in all LifeWise roles until these items can be obtained. Exceptions may be made for individuals under the age of 18 who have not yet obtained government-issued photo ID.

LifeWise reserves the right to reject team member applicants, suspend or dismiss current staff and volunteers, based on the content of all utilized background screening processes. Additionally, LifeWise will abide by pertinent employment law regarding its background check policy and other employment matters.

LifeWise will conduct background screenings only with the consent of candidates. Negative hiring, continued employment or volunteer service decisions that are based on a background screening will be disclosed to the employee or candidate in order to allow the employee or candidate opportunity for rebuttal.

Volunteers and staff members who have undergone a background check with another LifeWise program (within the last three years and at the same background check level) may transfer their background check information to serve at another LifeWise program without the need to run an additional background check. To verify and transfer the background check, program directors should submit a ticket for Human Resources, requesting this information.

In addition to background checks and screening, Child Abuse Awareness and Mandated Reporting training is required during the onboarding process and once every three years thereafter for all LifeWise team members.

Note: LifeWise program directors hold the responsibility for ensuring background screenings are completed for all team member applicants at the local program.

203 Confidentiality Policy

The purpose of the confidentiality policy is to ensure that all LifeWise Team Members understand LifeWise Academy's requirements in relation to the disclosure of personal data and confidential information.

Confidential Information Definitions

"Confidential Information" includes all information obtained during the course of service that is not known generally to the public, including student records, financial data, donor information, internal documents and communication, curriculum, employee data and performance, etc. "LifeWise Team Member" includes all employees, volunteers, independent contractors and others with access to internal systems or sensitive information.

Obligations

LifeWise Team Members shall not disclose or use proprietary or Confidential Information except as their service requires. LifeWise Team Members will not replicate or alter any Confidential Information without prior written consent of LifeWise, Inc.

All Confidential Information and all associated copyrights and intellectual property exclusively belong to LifeWise, Inc. regardless of whether suggestions, comments and/or ideas provided by LifeWise Team Members are integrated into the Confidential Information or related materials.

After a Team Member's term of service, Team Members may not use Confidential Information obtained while in the service of LifeWise, Inc. for their personal benefit or disclose such Confidential Information to third parties without the prior written consent of the Chief Executive Officer. This covers all Confidential Information and applies to all Team Members both during their term of service and after they leave LifeWise, Inc. A violation of this policy constitutes theft and will be addressed accordingly.

Exceptions

If any situation warrants disclosure of Confidential Information to federal or state agencies, such as law enforcement, LifeWise Team Members must notify LifeWise, Inc. and disclose to the authorities only Confidential Information pertinent to the case.

Ramifications

If it comes to light that a LifeWise Team Member has disclosed (or is threatening to disclose) Confidential Information in violation of this Policy, LifeWise, Inc. reserves the right to seek an injunction to prevent the LifeWise Team Member from disclosing any portion of the Confidential Information. LifeWise, Inc. also reserves the right to pursue other remedies, including a claim for losses and damages. In the event of a legal dispute, the LifeWise Team Member agrees to pay attorney fees incurred by LifeWise, Inc.

The LifeWise Team Member will be subject to disciplinary action, up to and including termination of service. This applies even if the LifeWise Team Member does not actually benefit from the disclosed information and/or had no part in compiling the original information.

At the request of LifeWise, Inc., LifeWise Team Members are obligated to surrender all written materials containing Confidential Information. Within five (5) days of receiving the request, LifeWise Team Members must also provide LifeWise, Inc. with a signed statement attesting to the return of all materials.

204 Discipline and Dismissal

Generally, LifeWise will attempt to be redemptive and progressive (i.e., degree of sternness commensurate with the severity of the transgression) in its discipline. However, LifeWise reserves the right to implement any system of discipline that it deems, in its sole subjective discretion, to be appropriate in the circumstances, up to and including immediate termination/dismissal of employment or volunteer service.

Disciplinary actions may include, but are not necessarily limited to, termination/dismissal of employment or volunteer service, suspension (with or without pay), verbal or written reprimands, probation, re-assignment, reduced pay or reduced or forfeited pay raises. All disciplinary actions will be fully documented.

Team members may be disciplined for misconduct. Misconduct may include, but is NOT limited to:

- ◆ Discrimination in recruitment and job allocations based upon age, race or gender
- ◆ Verbal and emotional abuse and harassment (including, but not limited to, the use of derogatory, offensive or demeaning language in relation to others)
- ◆ Physical abuse (including, but not limited to, fighting, throwing items, practical jokes or other disorderly conduct that could cause harm to others)
- ◆ Insubordination
- ◆ Engaging in acts of bribery, bullying or sabotage
- ◆ Misrepresentation of LifeWise Academy
- ◆ Property damage

- ◆ Misuse of LifeWise property/materials
- ◆ Fraud, theft, attempted theft, dishonesty
- ◆ Use and/or possession of illegal weapons/substances
- ◆ Inability to meet and sustain performance criteria
- ◆ Failure to follow LifeWise policies and procedures
- ◆ Behavior that is inconsistent with the LifeWise Statement of Faith, Vision Philosophy, Core Values, Team Member Conduct Agreement or Worldview Statement, including:
 - ◇ Engaging in a homosexual relationship
 - ◇ Sexual activity outside of marriage
 - ◇ Aborting an unborn child
 - ◇ Overuse or misuse of legal drugs and alcohol
- ◆ Falsifying or making a material omission on LifeWise records, reports or other documents, including payroll, personnel and employment records
- ◆ Divulging confidential LifeWise information to an unauthorized person
- ◆ Violation of any law which adversely affects LifeWise or conviction in court of any crime which may cause you to be regarded as unsuitable for continued service

Progressive Discipline Policy

Progressive Discipline is a step-by-step process aimed at improving unacceptable employee behavior. Often, verbal counseling resolves issues, but severe incidents may require a written warning, final warning or termination. The offense's seriousness and the employee's history guide the discipline level. Each case is evaluated for the employee's understanding of the violation, willingness to comply and whether their actions were excusable or deliberate. Repeat offenses generally follow progressive steps, but severe cases may lead directly to written discipline, a final warning or termination.

Any decision to escalate Progressive Discipline beyond a verbal warning requires approval by Human Resources. All written warnings referenced in this policy must be accompanied by a conversation and/or meeting to address the issues. Situations may arise where an employee's conduct and performance falls under both the Progressive Discipline Policy and the Performance Improvement Plan Policy. In these situations, the totality of the circumstances will be assessed when determining appropriate action.

Nothing in this policy provides any contractual rights regarding employee discipline, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between LifeWise, Inc. and its employees.

- ◆ Resource: [Progressive Discipline Procedures](#)

Vehicle Driver Progressive Discipline Policy

The objective of this policy is to ensure all LifeWise vehicle drivers adhere to safe and responsible driving practices both on and off the job. By addressing driving offenses consistently and transparently, LifeWise aims to maintain safety for our students, team members, volunteers and the communities we serve. By using a progressive discipline approach to address driving offenses, this policy provides vehicle drivers with opportunities to correct their actions while addressing serious or repeated violations with escalating measures. The policy underscores the importance of accountability, requiring drivers to report all driving offenses, regardless of when or where they occur.

Nothing in this policy provides any contractual rights regarding employee discipline, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between LifeWise, Inc. and its employees.

The Procedure

Step 1: Submit a ticket

When a driving offense occurs, the program director must submit a ticket to Human Resources for guidance on the next step. Be sure to provide as much information as possible when completing this step.

Step 2: Human Resources Assessment

Human Resources will assess the situation and determine the appropriate action to take, ensuring consistency and compliance with LifeWise's standards. The program coach will be copied on all communications regarding the driving offense. Below are the general steps Human Resources may recommend:

- ◆ **Verbal Warning:** For minor or first-time offenses, Human Resources may instruct the program director to conduct verbal counseling. The conversation must be documented, and a follow-up email (copying Human Resources and the program coach) should be sent to the employee. Further disciplinary action will occur if the behavior is repeated within 12 months.
- ◆ **Written Warning:** For repeat minor infractions or moderate violations, Human Resources will provide a written warning template and guide the program director through the approval and issuance process. The program coach will review the communication and be included in the process. Before issuing the notice to the employee, it must be approved by Human Resources. Further disciplinary action will occur if the behavior is repeated within 12 months.
- ◆ **Final Written Warning:** For serious infractions or repeated offenses, Human Resources may escalate the situation to a final written warning. The program director will work with Human Resources and the program coach to complete and deliver this warning. Further disciplinary action will occur if the behavior is repeated within 12 months.
- ◆ **Termination of Employment:** In cases of gross misconduct or persistent unsafe behavior, Human Resources will advise on the termination process and provide the necessary documentation templates. Human Resources must be involved in every stage of the termination process.

Step 3: Implement Human Resources Guidance

Once Human Resources provides direction, the program director will execute the recommended actions, ensuring all steps are fully documented. The program coach will be involved throughout the process, including all communications and meetings with the employee regarding the disciplinary measures. HR-approved documentation must accompany any communication with the employee, and the program coach will serve as an active participant to ensure clarity and alignment. This collaborative approach ensures consistency, accountability and support in addressing driving offenses.

Employment may be terminated based on progressive discipline within a 12-month period or based on the severity of a single incident. LifeWise, Inc. reserves the right to combine or skip steps depending on the facts of each situation and nature of offense.

205 Mediation

When a dispute arises between LifeWise and any person or entity, the process outlined in Matthew 18:15-20 shall be employed to whatever degree is practical. LifeWise shall be constrained by a desire to extend the immense love, grace and mercy of God to the maximum practical extent. Restoration to fellowship with the Lord and with those comprising His ministry should always be a primary goal. This responsibility is balanced only by LifeWise's duty to be faithful to God's will expressed in the Scriptures and to preserve and protect the well-being of the Body of Christ.

Conflict Resolution Support Process

Conflict is common in most organizations because of our fallen nature and the disagreements and misunderstandings that come with working with others. Every attempt should be made to follow the biblical example of conflict resolution as found in Matthew 18. If the issue is not resolved after meeting to discuss the conflict, a leadership board member or other third party can be asked to mediate. If a resolution is still not found, the team member should reach out to their program coach (submit a ticket to get connected to your program's coach). See [Local Conflict Resolution Support Process](#) for more information.

206 Ministry Partner (Financial Supporter) Interaction

LifeWise considers its relationship with its Ministry Partners a matter of trust and privacy. Team members may not use their Ministry Partner contacts to market business products or to solicit donations for other organizations. This policy prohibits contacting Ministry Partners on behalf of commercial businesses. This policy also prohibits a staff member from soliciting contacts, to which a business wishes to market its products, in exchange for contributions.

207 Policy on Political Activity

Political Affiliation

LifeWise Academy is not affiliated with or supportive of any particular political party, figure or candidate. LifeWise is for all families regardless of political persuasion.

Political Activity

LifeWise Academy is thankful that individuals from many different professions, including elected officials and those running for office, volunteer and support our mission of positively impacting students, schools and communities through Bible-based character education.

The Bible was foundational to the forming of our society. We believe all students, regardless of religious and/or political background, can benefit from a greater understanding of such an influential book. LifeWise focuses on the central messages of the Bible. We avoid getting bogged down in the finer points of religious doctrine. Instead, we focus on the most foundational themes that speak to the issues common to all people.

One of the very first lessons we teach our students is that if we understand that we are all created in the image of God, then we will treat one another with respect. At a time when the world seems so divided, it is more important than ever for LifeWise employees and volunteers to model this respectful behavior in everything we do.

In addition, LifeWise Academy is prohibited by federal law from directly or indirectly participating in, intervening in or attempting to influence or show bias in political campaigns for any elective office or any political initiative. Our 501(c)(3) tax-exempt status is granted by the Internal Revenue Service (IRS), and violation of IRS regulations could result in the loss of our exempt status. The IRS defines two kinds of political activity. One is electioneering—**participating or intervening in political campaigns** for or against a **candidate for public office**—and the other is nonpartisan voter involvement. IRS regulations strictly prohibited 501(c)(3) organizations from engaging in “electioneering” or any partisan political activity.

According to the IRS, a **candidate for public office** is an individual running for a national, state or local elective office. It does not apply to nominees for appointed offices. An individual can be considered a candidate even before having officially announced his candidacy.

Finally, the IRS defines **participating or intervening in political campaigns** as written or oral endorsement of any kind of a candidate, rating candidates, forming a Political Action Committee (PAC), coordinating educational or lobbying activities with a campaign, or contributing or soliciting funds for campaigns or candidates.

LifeWise cannot engage in electioneering or partisan political activity of any kind. Any employee's or volunteer's use of LifeWise Academy for political purposes may jeopardize our non-profit status and our access to schools and will not be permitted. Furthermore, LifeWise strongly discourages employees from participating in political activities and/or holding public office.

Employee Political Contributions and Other Activity

As we continue to serve all students and families, it is important to note that the use of LifeWise Academy and its assets (i.e. logo, apparel, videos, etc.) in political messages, campaigns or advertisements is strictly prohibited and will not be endorsed by LifeWise Academy. LifeWise employees and volunteers who participate in civic and political activities must do so in an individual capacity and in their own personal time, not as representatives of LifeWise.

Employees may not use any of LifeWise's funds, assets or other company resources to directly or indirectly support any political:

- ◆ Candidates
- ◆ Parties
- ◆ PACs
- ◆ 527 organizations

Notwithstanding the foregoing paragraph, employees may make personal political contributions and participate in political activities of their own choosing during non-work hours, provided that such contributions and activities only occur in an individual and private capacity and not on LifeWise's behalf or time, or while using any other LifeWise resources. LifeWise will not reimburse any employee in any way for time or funds used for personal political contributions or activities.

An employee's personal, lawful political contributions and decisions not to make political contributions will not influence an employee's compensation, job security or opportunities for advancement at LifeWise.

Employees may not represent LifeWise Academy on policy issues except when it is part of their jobs to do so. Accordingly, if an employee personally participates in the political process, that employee may not:

- ◆ Implicitly or explicitly suggest or give the appearance in any way that the employee's personal view or position is one that is held or supported by LifeWise by, for example:
 - ❖ Using LifeWise's stationery, email, telephones, computers, printers or copiers in connection with an employee's personal political activities;
 - ❖ Providing political candidates or organizations with access to LifeWise's mailing lists, customer lists, employee lists, office space, telephones, computers, printers, copiers or other LifeWise resources; or
 - ❖ Posting a hyperlink to a political candidate's or organization's website, social media or email account on a website, social media or email account owned or operated by LifeWise.
- ◆ Allow the employee's employment by LifeWise to be used in support of or against any political candidate, issue or cause.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

208 Privacy

LifeWise reserves the right to inspect all work spaces, including desks, lockers and released time transportation. Additionally, LifeWise reserves the right to monitor organizational cell phone calls, voice mail, computer network transmissions (including email) and to inspect company-owned computer and telephone databases at any time with or without notice or cause.

209 Professional Dress and Appearance Policy

Employees in roles that engage directly with donors, government officials and other influential leaders are expected to maintain a professional appearance. Our appearance should uphold LifeWise Academy's values, remove unnecessary barriers and foster confidence among partners. Attire should be neat, clean and suitable for a professional setting. This includes, but is not limited to, the following guidelines:

- ◆ Clothing should be free of rips, tears or overly casual styles
- ◆ Avoid overly revealing or excessively form-fitting attire
- ◆ Visible piercings should be minimal and limited to earlobes (e.g., avoid nose rings and gauges)
- ◆ Tattoos should be covered in general, particularly any that are offensive or inconsistent with LifeWise Academy's mission
- ◆ Personal grooming, including hairstyles and accessories, should be modest and professional

Supervisors are responsible for determining which team members are required to comply with this policy.

The appearance of LifeWise teachers and volunteers should imitate our professional conduct and maintain a positive and respectable image for programs. It is recommended that volunteers and teachers wear LifeWise apparel while classes are in session. This helps public school personnel, students and families recognize LifeWise team members. However, specific attire parameters should be decided and communicated by the program director.

LifeWise name badges are highly recommended to be worn while classes are in session for school personnel, students and families to identify LifeWise team members. A customizable [ID Card](#) template is located on the Resource Hub and blank [Name Badges](#) are available on LifeWise Supplies.

210 Working/Traveling With Individual of the Opposite Gender

To remain above reproach and to promote healthy boundaries between members of the opposite gender, it is the LifeWise, Inc. policy that no two team members of the opposite gender be alone for any reason. While it isn't possible to anticipate every scenario, the following is a brief list of guidelines:

- ◆ Meetings in the workplace between one man and one woman will not take place in secluded or private settings. If in an office/room, doors must have windows and/or remain open.
- ◆ One man and one woman will not meet outside the workplace alone for any reason, including going to lunch together, having coffee, etc.
- ◆ Car trips will have at least 3 people or separate cars will be taken
 - ◆ *Note: a security camera acts as a third party for transportation*
- ◆ Hotel rooms on separate floors will be requested while traveling
- ◆ One man and one woman should not be in the workplace alone for any significant period of time

Should circumstances arise where it is absolutely impossible to comply with this policy, the supervisor for each team member should be contacted immediately. Convenience and expense control are insufficient reasons for exception.

211 Team Member Media Release and Authorization

As part of our efforts to share the mission and activities of LifeWise, Inc., we may occasionally take photographs, video recordings or audio recordings of team members in the workplace or at work-related events. These images and recordings may be used in internal communications, training materials, promotional content, public relations efforts, social media, websites or other organizational publications.

By default, employees grant the organization the right to use their name, image, likeness, voice and statements for the purposes outlined above, without compensation.

If you do **not** wish to be included in any such materials, you may opt out by submitting a written [Team Member Media Opt-Out Request Form](#) to the Human Resources Department. This form must be completed and submitted annually or whenever your preference changes. Reasonable efforts will be made to honor opt-out requests, though complete exclusion from all materials cannot be guaranteed in group or public settings.

Participation in media is voluntary and opting out will not impact employment status or opportunities.

300 – VOLUNTEER TEAM MEMBER RESPONSIBILITIES

Attending LifeWise is a privilege. Whether you help get the students to and from the LifeWise class or assist in the classroom, we ask that you help us maintain a high standard of behavior at all times in accordance with transportation, classroom and public school policies. Whenever possible and appropriate, to the best of their abilities, all volunteers will:

- ◆ **Model positive behavior**
 - ◇ Strive to model godly character
 - ◇ Set the example for classroom behavior
 - ◇ Actively listen during Bible lessons
 - ◇ Participate in classroom activities
- ◆ **Develop relationships with students**
 - ◇ Learn the students' names
 - ◇ Get to know the students
 - ◇ Pull up a chair or walk around the room during activities and chat
- ◆ **Assist with classroom management (as needed or directed)**
 - ◇ Assist the teacher(s) with students who behave inappropriately during class
 - Stand or sit next to the student
 - Remind the student of the desired behavior (e.g., listen quietly)
 - Relocate the student to another desk (away from other students) if the inappropriate behavior continues
- ◆ **Help with classroom activities**
 - ◇ Pass out pencils, pens, crayons, Bibles, papers, etc.
 - ◇ Help lead class games
 - ◇ Sit with and provide extra help to students with special needs
- ◆ **Escort students to the restroom**
 - ◇ Stand outside the restroom while the student is inside
 - ◇ Only one boy and girl are to use the restroom at a time

301 Faith and Practice in the Classroom

Theological and Denominational Issues

Although LifeWise is not affiliated with a particular denomination of Christianity, we realize during the course of LifeWise classes certain theological or denominational issues may arise. The LifeWise policy is that we do not teach an official position on any of these theological or denominational issues. If any of these issues come up in class, whether through curriculum or discussion, we will make it clear to students that these are secondary issues which many well-meaning Christians and churches disagree about and that LifeWise, as a program, does not have a particular stance on the issues. Ultimately, students will be encouraged to explore these concepts further in the context of a local church.

302 Interacting With School Personnel

It is recommended that every LifeWise program establish a primary point of contact who has close ties to the school. The point of contact may be a school secretary, guidance counselor, principal or parent. The

primary contact person should keep LifeWise personnel informed of school schedule changes (due to testing, field trips, assemblies, drills, etc.).

- ◆ Communicate with teachers and administrators in a respectful tone and with careful wording.
- ◆ Be respectful of the time, material, resources and assistance made available to the LifeWise program by your district's staff and administrators.
- ◆ Make the privacy of students and school district staff a priority. Use discretion when sharing information about the program, the district or the students with another person.
- ◆ Be mindful of written communication with school personnel. Public school officials, such as school board members and superintendents, are subject to information laws which can require they release records pertaining to their interaction with LifeWise personnel. Therefore, anyone affiliated with LifeWise should only write correspondence they would be comfortable entering into public record.

303 General Contact Guidelines

Definitions and Examples

The following definitions or examples of abuse, misconduct or harassment may apply to any and/or all of the following persons: employees, volunteers, students or other third-parties. Team members should be aware that even a one-time instance of prohibited speech or behavior may rise to the level of abuse, misconduct or harassment.

Sexual harassment, abuse or misconduct may include, but is NOT limited to:

- ◆ Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given
- ◆ Physical assaults or violence such as rape, sexual battery, abuse, molestation or any attempt to commit such acts
- ◆ Material such as pornographic or sexually explicit images, posters, calendars or objects or otherwise any demeaning, insulting or sexually suggestive written, recorded or electronically transmitted messages
- ◆ Unwelcome and inappropriate sexual activities, advances, comments, innuendos, bullying, jokes, gestures, electronic communications or messages (e.g., email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy
- ◆ Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances or propositions
- ◆ Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references and offensive personal references
- ◆ Demeaning, insulting, intimidating or sexually suggestive comments about an individual

Appropriate physical contact and displays of affection: Appropriate physical contact between adults and students is a positive part of a healthy relationship. The following are regarded as appropriate examples of physical contact and displays of affection:

- ◆ Side hugs, shoulder to shoulder or “temple” hugs
- ◆ Hugs initiated by students
- ◆ Pat on the head, shoulder or back when culturally appropriate
- ◆ High-fives, handshakes and fist bumps
- ◆ Holding hands during prayer or when a student is upset
- ◆ Holding hands while walking with young students
- ◆ Kneeling or bending down for hugs with young students

- ◆ Verbal praise

Prohibited physical contact and displays of affection: All forms of inappropriate contact by adults with students are prohibited. In order to maintain the safest possible environment for students, the inappropriate contact includes, but is not limited to:

- ◆ Any form of unwanted affection (physical contact listed as appropriate can be inappropriate if a student, parent or guardian asks for it to stop, and the LifeWise team member does not stop)
- ◆ Any form of actual or perceived sexual contact
- ◆ Hugs from behind
- ◆ Patting on the thigh, knee or leg
- ◆ Inappropriate, forceful or lengthy embraces, and / or “bear hugs”
- ◆ Kisses
- ◆ Lap-sitting
- ◆ Touching buttocks, chest, knees, thighs or genital areas
- ◆ Placing hands in the pockets of a student
- ◆ Showing affection in isolated areas such as bedrooms, closets, adult-only or staff-only areas or other private rooms
- ◆ Lying down, cuddling or sleeping near a student
- ◆ Being in bed with a student
- ◆ Wrestling or tickling
- ◆ Piggyback rides
- ◆ Massages or shoulder rubs
- ◆ Stroking a student’s hair or shoulders

One-on-One Contact

When a one-on-one conversation with a student is necessary (e.g., correction or counsel), visibility is required at all times. If the one-on-one conversation takes place in an office, classroom or other room, the door is to remain open. If it becomes necessary to close the door part way to reduce distraction, this may be done only if the office, classroom or other room has a window free from adornment. If the window has blinds, the blinds must remain open. *Note: These policies remain in place even if the program has a functional security camera system.*

Adult to Student Ratios

To maintain an adequate ratio of students to adults during LifeWise classes, the teacher will count as one adult for that classroom and at least two volunteers must be present at all times. The number of students in a class will determine the number of additional volunteers needed. The following structure is recommended to maintain a ratio of fewer than 10 students for each adult:

- ◆ Teacher and 2 volunteers (up to 30 students)
- ◆ Teacher and 3 volunteers (up to 40 students)
- ◆ Teacher and 4 volunteers (up to 50 students)

It is also recommended to have at least one unassigned volunteer available at the LifeWise location for emergency situations where two adults would be needed to escort a student or a class outside of the classroom. *Note: For middle and high school classes, only one volunteer is required (in addition to the teacher) as long as security cameras are in use and actively monitored, but more volunteers may be added as needed.*

Transporting Students

If it becomes necessary for any LifeWise team member to provide transportation for students, the following guidelines must be strictly observed:

- ◆ LifeWise team members must never transport one student alone. There should be at least two adults in every vehicle that transports students.
- ◆ Students must be directly transported to their destination or make only previously planned stops.
- ◆ Students must never be transported without written permission from the student's parent or guardian.
- ◆ LifeWise team members must avoid unnecessary physical contact with students while in the vehicle.

In addition to these guidelines, LifeWise recommends installing security cameras on all LifeWise vehicles.

Using the Restroom

In general, adults should not need to routinely accompany students to the restroom, except when there are specific needs or concerns that warrant additional support, such as:

- ◆ Younger students (kindergarten or early elementary)
- ◆ Students with special needs or medical conditions
- ◆ Students with physical disabilities or limitations
- ◆ Students with behavioral challenges

When assistance or supervision is necessary:

- ◆ **Two Adult Team Members:** Two adult team members should accompany the student to the restroom to assist when necessary. This ensures accountability and the student's safety.
- ◆ **One Adult in the Restroom:** One adult should be positioned at the entrance of the restroom/stall, with one foot inside the door to listen for the student requesting help. This ensures that help can be provided quickly without compromising privacy. If the student requests help, the team member should provide only the requested assistance and then return to their position outside the restroom/stall.
- ◆ **Second Adult Monitors the Environment:** The second adult should monitor the surroundings outside the restroom/stall to ensure the student's safety and that no inappropriate behavior occurs.
- ◆ **Gender Sensitivity:** For privacy and respect, a team member of the same gender as the student should provide assistance or supervision when at all possible.

Digital Communication

LifeWise team members will use prudence when communicating with a student, including, but not limited to, written communications, the internet, online services, emails, instant messaging, online bulletin boards, social networking sites, text messaging, podcasts, blogs, chat areas and telephones. Appropriate and ethical communication boundaries in ministry must always be observed. Any form of communication that is intended to inappropriately manipulate a student or that incorporates any suggestive language, suggestive photos, sexual innuendos, inappropriate personal self-disclosures, etc., is forbidden.

LifeWise team members shall not initiate social media connections with youth. Team members shall treat their interaction with youth on social networking sites, as well as any electronic communication, as though the interaction were occurring in public in front of other adults and youth. Additionally, team members must avoid one-on-one texting and private messaging with students. LifeWise team members shall refrain

from electronic interactions that can be seen by a reasonably prudent person as inappropriate in frequency, tone or content.

If electronic communication with students (e.g., email, group chat) is deemed necessary, the message must include at least two adult team members with current background checks. Messages must be directed to groups of students rather than individuals (e.g., an entire class). All communication shall pertain exclusively to LifeWise-related topics. Programs should consider offering parents the opportunity to be part of the group communication along with their students.

304 Interacting With Students

Treat all students as the valuable masterpieces God made them to be:

- ◆ Learn each student's name as quickly as possible. Use their names when they arrive, during the lessons and as you dismiss them each week.
- ◆ Make eye contact. Give the students your full attention during class time.
- ◆ Notice and point out the good in each student.
- ◆ Get to know them as people, not projects. Pay attention to their interests and what they share about their personal lives. Always respond thoughtfully and carefully to any details students share about their homes or families.

Maintain an atmosphere of openness and fun:

- ◆ Have fun while you teach. If you enjoy your time, they will enjoy it too.
- ◆ Prepare your lesson and all activities ahead of time. Have all supplies and handouts ready at the start of class to avoid unnecessary distractions.
- ◆ Most students will rise to the level of your expectations, so don't be afraid to challenge them, especially with Scripture memorization and personal application activities.

305 Incident Reports

*For any case of suspected abuse or threat to student safety, immediately report concerns to the Department of Child Services or a local law enforcement before following the steps listed below. See the "Sexual Abuse, Harassment and Other Abuse Prevention" section of this handbook for more details about mandated reporting.

Incident Reports should be used to document the details of:

- ◆ Suspected abuse or neglect
- ◆ Student disclosure of intent to self-harm or to harm others
- ◆ Aggressive or noncompliant behavior
- ◆ Injury while at LifeWise
- ◆ Illness occurring while at LifeWise
- ◆ Other events impacting safety and security

Completing an Incident Report (Non-Mandated Reporting Incidents):

1. A volunteer and/or staff member completes the incident report form and provides it to the LifeWise classroom teacher.
2. The teacher reviews the report and notifies the program director of the incident.
3. Upon the director's instruction, the teacher notifies one or more of the following people:
 - ◆ School nurse, principal or guidance counselor
 - ◆ Parent/guardian

- ✧ Parents/guardians should be notified about all incidents affecting the health, safety or wellbeing of their student
- 4. The teacher or director provides a copy of the incident report form to the notified individual(s).
- 5. The director keeps a copy of the incident report form on file (for at least 5 years after the involved student leaves the program).
- 6. The director notifies the program coach and [LifeWise Human Resources](#) anytime an allegation is made against a LifeWise staff member or volunteer or anytime there are potential legal implications (i.e., legal concerns, an investigation is opened or a report is filed with CPS or other government agency)

306 Student Confidentiality

Because we promote a relational, safe community within our LifeWise classroom, you may come into contact with personal information about students and their families that could be sensitive and should be kept confidential. Unless it is determined that harm may come to the student or others (see below for information on reporting suspected misconduct or abuse), all information you may encounter through prayer requests, personal conversations or any other way about students' health, behavior, disabilities and related matters, is confidential. Such information may only be disclosed to LifeWise staff members or volunteers who need to know in order to effectively care for the student.

It is recommended that confidential records be stored digitally on a password-protected computer. If information must be printed, store printed materials in a secure and locked location, whether at a LifeWise site or in a home office. Parent contact information will be maintained at the LifeWise site and will be accessible to all LifeWise teachers for use in emergencies or situations requiring communication with a parent.

This confidentiality policy is in place to protect and promote trust with the LifeWise families and students we serve.

400– CLASSROOM SAFETY AND CONDUCT

401 Sexual Abuse, Harassment and Other Abuse Prevention

LifeWise seeks to promote a culture in which all team members reach their full spiritual and professional potential in ministry service. Also, LifeWise desires to do what is possible to ensure that team members conduct themselves in a wholly pure way while carrying out the ministry's mission. LifeWise team members are called to respect, honor and uphold the inherent God-given dignity of all persons with whom they come in contact. Therefore, LifeWise will not tolerate any type of misconduct or harassment against any persons.

General Contact Guidelines

For any class or activity sponsored by LifeWise, at least three adults, all of whom have successfully completed the Child Abuse Awareness and Mandated Reporting training and a background check and who are not related to each other, must be present.* This rule applies to all LifeWise functions within the classroom and event space where youth are present. No other persons shall have contact with LifeWise students during LifeWise classes and/or events except with the prior approval of the program director. Moreover, the number of the adults is to be in proportion to the age and number of the participants, and the duration and difficulty of the activity. Prudence is required in applying this policy to different age groups, length of activity and the risk level of the activity. **Note: For middle and high school classes, only one volunteer is required (in addition to the teacher) as long as security cameras are in use and actively monitored.*

Physical Contact With Students

LifeWise team members may only engage in appropriate physical contact and displays of affection with students in the LifeWise program (or otherwise) and are expressly prohibited from engaging in inappropriate physical contact and displays of affection. It is our expectation that each program conducts LifeWise in a manner consistent with the spirit of these policies as well as with the literal interpretation of them.

Appropriate physical contact and displays of affection may be used to show support, encouragement and healthy affection toward students who are receptive to this form of emotional expression. However, adults are required to exercise good judgment and will never be allowed to force physical contact on any youth.

Emotional Boundaries

In addition to physical boundaries that must be set, emotional boundaries must be created between students and LifeWise team members. Examples of emotional boundary violations include:

- ◆ Compliments that relate to physique or body development
- ◆ Meeting alone in locations away from a LifeWise site, school, agency or institution
- ◆ Meeting alone in remote locations on parish, school, agency or institution property
- ◆ Calling, emailing or texting a student
- ◆ Displaying and/or taking excessive photographs of a student
- ◆ Engaging in sexually oriented conversations
- ◆ Contacting by social media, e.g., Facebook, etc.

Any instances of perceived misconduct may be reported via the [Misconduct Report Form](#).

Reporting Suspected Misconduct or Abuse

Every LifeWise team member, whether paid employee or unpaid volunteer, is a mandated reporter. This means that all LifeWise team members are required by law to report immediately any cases of suspected or observed child abuse to a public children services agency or a law enforcement officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred.

LifeWise is committed to following applicable law regarding reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective service organizations. It is the policy of LifeWise, Inc. not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse of a minor, or a clearly criminal act, as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations. LifeWise will strive to follow the guidelines as set forth at childwelfare.gov.

Mandated Reporting

If a suspected incident of child abuse or neglect, as defined by applicable state laws, occurs during released time or is revealed to or observed by a LifeWise team member, the team member will:

- ◆ Seek to ensure the student's safety
- ◆ Immediately alert the proper child protective services authorities or law enforcement when any crime is suspected to have been committed
- ◆ Inform the LifeWise program director
- ◆ Fill out an Incident Report, notify the school and notify a parent/guardian (unless the parent/guardian is suspected of abuse or neglect)

The LifeWise program director is responsible to do the following:

- ◆ Immediately alert the LifeWise Support Center via ticket (select "Incident Report")

Note: For questions about mandated reporting, please see [Mandated Reporting FAQs](#).

Reporting Student Disclosures

LifeWise team members who are not licensed professional counselors are not bound by confidentiality laws. Therefore, team members will promptly report any knowledge of the following situations:

- ◆ A student threatening to hurt themselves (suicide, cutting, etc.)
- ◆ A student threatening to hurt someone else
- ◆ A student who reveals a personal crisis/endangerment (pregnancy, drug addiction, criminal activity, etc.)

If a student discloses any of the situations listed above, the team member will:

- ◆ Seek to ensure the child or student's safety
- ◆ Immediately alert the proper child protective services or law enforcement if applicable
- ◆ Inform the LifeWise program director
- ◆ Fill out an Incident Report, notify the school and notify a parent/guardian (unless the parent/guardian is involved in causing the crisis/endangerment)

The LifeWise program director is responsible to do the following:

- ◆ Immediately alert the LifeWise Support Center via ticket (select "Incident Report")

Reporting Suspected Misconduct of a LifeWise Team Member

If you are subjected to any conduct that you believe violates this "Sexual Abuse, Harassment and Other Abuse Prevention" policy or witness any such conduct, you must immediately contact the LifeWise

program director. If the program director is the alleged party committing the acts, report the harassment or activity to other authorities or to the LifeWise Support Center. Any instances of perceived misconduct must be reported via the [Misconduct Report Form](#). Any team member who witnesses sexual harassment or misconduct or abuse or learns of an allegation but does not report it to the program director or one of the contacts listed above is subject to disciplinary action. The program director or the LifeWise Support Center will ensure that a prompt investigation is conducted.

Allegation Response Plan

LifeWise has a mandatory duty to report all alleged incidents of misconduct to the proper authorities. Allegations must also be reported to LifeWise's insurer within 30 days of learning of the allegation in order to be covered under our Sexual Misconduct Policy.

LifeWise will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. No person who is involved in the complaint, nor any person closely associated with that person shall be part of the team that responds to the allegation(s).

Workplace Harassment or Misconduct

If LifeWise has a reasonable basis to believe an allegation of workplace harassment or misconduct not involving a minor has occurred, it shall conduct a thorough investigation of the allegation. Such investigation may include engaging the assistance of competent third parties. Based upon the results of the investigation and the provisions of this policy, LifeWise shall determine the appropriate response. LifeWise will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

LifeWise takes all allegations of sexual (or other) misconduct seriously and will promptly, thoroughly and equitably investigate whether an allegation of misconduct is credible. LifeWise may impose appropriate disciplinary action, up to and including discharge, for inappropriate conduct, regardless of whether the conduct constitutes a violation of the law.

Anti-Retaliation and False Allegations

LifeWise prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Retaliation may result in disciplinary action, which could include termination of employment. LifeWise prohibits team members from making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or service and criminal prosecution if warranted.

402 Classroom Incentives

When appropriately implemented, incentives can effectively motivate students to engage in desired behaviors, such as memorizing Bible verses, participating in classroom activities and bringing friends to class. Positive incentives, such as praise, rewards, extra privileges or recognition, can reinforce desired behaviors and create an engaging and supportive learning environment. When offering rewards or incentives in class, teachers are urged to opt for non-food incentives. These alternatives may include extra game/activity time, stickers, LifeWise Bucks, verbal praise or special privileges like being a line leader, tech helper, "reader leader" or discussion facilitator. Find more suggestions in the [Student Incentives](#) resource.

Food in LifeWise Classes

In order to ensure a smooth transition for LifeWise students returning to public school classrooms and to mitigate health concerns related to food, please follow this guidance when considering offering food during LifeWise classes:

- ◆ LifeWise teachers should refrain from distributing candy, treats or food to students, except for rare celebratory occasions such as Christmas, Easter or the last day of LifeWise sessions
- ◆ Prior to distributing any food or candy, teachers must obtain approval from the program director
- ◆ On celebratory occasions, teachers are encouraged to explore healthier alternatives to candy or sugary treats, such as fresh fruits, popcorn, veggie straws, fruit snacks, crackers or non-food items

403 Behavior Management Guidelines

Fundamentals of Classroom Management

LifeWise teachers will:

- ◆ Create and maintain a safe and positive environment in the classroom where students are recognized for behavior that brings glory to God and emulates His Son
- ◆ Proactively prevent unwanted behavior by building relationships with students to help them feel safe, seen and valued
- ◆ Consistently and clearly explain pre-determined LifeWise classroom expectations to each class at the beginning of and throughout the year. Confirm that students understand the expectations and are aware of the consequences for not meeting them.
- ◆ Before LifeWise classes begin, develop a plan with the school to determine if there is a school principal, counselor or other qualified staff who would be willing to receive non-compliant students if there is a need for return to school

Restorative Approach

If a student does not follow classroom expectations, teachers will implement the Four R's of LifeWise discipline. They will always aim to restore the relationship after any consequences are administered. Under no circumstances will corporal punishment or abusive language be used to correct a student.

1. Remind and Redirect

- ◇ **For minor issues or misbehavior, remind the student of the classroom expectations and redirect the student toward the appropriate behavior**
- ◇ If a student fails to meet behavioral expectations, try these strategies:
 - Model calming behaviors
 - Give the student choices (when possible)
 - If the student is working to earn something at the end of class, offer a reminder and encouragement

2. Relocate

- ◇ If the behavior continues or worsens, relocate the student away from other students and near a LifeWise volunteer in the classroom. The volunteer may serve as a “buddy” throughout the rest of the class to try to help the student adhere to the expectations.

3. Remove

- ◇ If the student continues to not adhere to classroom expectations, temporarily remove the student from the classroom. Send him outside the classroom with a volunteer to take a break (while remaining visible with the classroom door open).
- ◇ As soon as possible, talk with the student discreetly, affirming that you care about him and are concerned about his behavior

- ✧ After talking with the student, welcome him back into the classroom, provided that he agrees to adhere to the expectations. The goal is to restore the relationship and allow the student to return to the classroom. If a student is sent outside of the classroom three times (not on the same day), he may be held back from the next LifeWise class. Inform the classroom teacher and the parent or guardian of the decision and when he may return to LifeWise. Clearly explain the reasons for the student's removal, but also that you look forward to his return.

4. Return to School

- ✧ If a student refuses to follow the rules after being removed from the classroom or becomes non-compliant (e.g., repeatedly and deliberately refusing to follow instructions and expectations), the student may be escorted back to school by two LifeWise volunteers. The established school contact and parents/guardian should be contacted to explain the situation.
- ✧ If disruptions continue and the student has already been held back from LifeWise classes multiple times, discuss with the established school contact and the student's parents or guardian if an extended absence from LifeWise classes is needed
- ✧ Some challenging situations may require a student to not attend LifeWise until additional or specialized staffing is available in the LifeWise classroom
- ✧ An incident report should be completed for documentation purposes any time a student is returned to school for discipline reasons

Addressing Challenging Student Behavior

When addressing challenging student behavior, LifeWise embraces a gospel-centered approach that reflects the love and grace of Christ, viewing each child as uniquely created in God's image and deserving of patience and understanding. LifeWise staff may employ the following strategies in addressing challenging student behavior:

- ◆ Ask prayer warriors to pray for students with significant behavioral challenges. Also request prayer for the LifeWise teachers and the student's public school teacher
- ◆ Try to find the root of the challenging behavior
- ◆ Ask the student's parent/guardian for recommendations. Examples:
 - ✧ Useful strategies and/or behavior plan
 - ✧ Accommodations (i.e., fidgets, special seating and breaks)
- ◆ When encountering challenging student situations, create a plan that first exhausts all preventative strategies to help students be successful and safe while at LifeWise. Communicate the plan with all teachers, volunteers, parents/guardians and the established school contact.
- ◆ If a student becomes unsafe to himself or others, call 911
 - ✧ The parents and school should be contacted to inform them of the situation
 - ✧ An incident report should be completed for documentation purposes any time 911 is called

404 Student Attendance

Every LifeWise program must maintain accurate records of student enrollment and attendance.

Attendance will be taken at every class. Attendance records will be provided to the public school upon the school's request and will be sent as a list of student names with attendance dates indicated.

Parents who have signed the LifeWise permission form expect that their students will be in LifeWise classes. Thus, students should not be kept from LifeWise classes unless a parent/guardian allows it. If a student remains at school instead of attending LifeWise, parents should be notified.

405 Student Medical Needs

Medical Emergency / Sick Student Policy

In the event of a medical emergency, the following steps will be taken:

- ◆ A classroom volunteer will quickly and quietly direct the students out of the classroom to another location (e.g., the hallway or an empty classroom) until given further instructions. Be sure to have two volunteers or program staff with the class at all times.
- ◆ Meanwhile, the classroom teacher will quickly evaluate the situation, take appropriate action to assist the student and determine whether or not to call 911. When in doubt, call.
- ◆ After taking appropriate action and/or calling 911, call the public school and let them know the situation. Let them know the student's name, grade and teacher.
- ◆ Once the situation is resolved, fill out an Incident Report and notify the parent/guardian
 - ◇ Submit a ticket with a copy of the Incident Report for documentation

Should a health or allergy-related concern arise during the program, LifeWise personnel will contact the school directly after taking appropriate action. In the case of a minor illness not indicated in a student's Medication Authorization Form (such as a stomachache), the student should return to the school to receive treatment from the school nurse.

Student Medication

As a general rule, LifeWise staff will not store and/or dispense medication to any student. However, in the instance where a student's parent/guardian confirms a student may have urgent and immediate need for his/her medication (e.g., an Epinephrine Auto-Injector or "EpiPen"), LifeWise staff may store and administer such medication at the program as needed and directed by the student's parent/guardian. Any such medication will be stored in a secure location, and team members will be trained how to administer it. Medication should not be administered by LifeWise personnel except in the case of a medical emergency.

All individuals who may be required to administer medication must be properly trained before the student enters the LifeWise classroom. It is recommended to record the date of any training conducted, along with the name of the trainer and the names of all individuals who participated in the training. The parent or guardian of the student may provide training to the designated teacher, director or volunteer who will primarily be with the student. Written consent from the parent/guardian must be obtained via the Medication Authorization Form, authorizing LifeWise to administer medication. The authorization form must be signed in person by the parent/guardian and, if training was provided, a staff member who received the training.

Notify the school whenever medication is administered to a student according to the medication authorization form provided by the parent. Coordinate with the school to establish a communication plan for these situations. The plan should include a request for the school to inform the program if medication is given to a student before they attend LifeWise.

406 Student Pickup

Students may not be picked up from the LifeWise building directly. They must return to the school to sign out and then be picked up from the school.

407 Student Withdrawal Policy

A student is considered "withdrawn" if a parent requests for their student to no longer participate in LifeWise. Since LifeWise is completely voluntary, parents have the right to withdraw their student at any time. If a parent chooses to withdraw their student, the program director should connect with the parents to discover the reason and ask for feedback by requesting for a parent to fill out a student withdrawal form.

408 Vehicle Policy

The purpose of this [Vehicle Policy](#) is to establish guidelines pertaining to the use of LifeWise-owned vehicles. This policy applies to all vehicles covered by the LifeWise, Inc. auto insurance policy, as well as all individuals who operate these vehicles.

409 Video Surveillance Policy

Overview

The purpose of this policy is to protect the safety of students and staff and to maintain order and discipline by governing the use of video surveillance (i.e., security cameras) in vehicles and facilities in which LifeWise programs are hosted. LifeWise Academy authorizes the use of video surveillance in LifeWise vehicles and in facilities in which LifeWise programs are hosted. Information obtained through video surveillance may be used to identify persons breaking the law or violating LifeWise policies, or to identify behavioral issues.

Video surveillance complements and does not replace other safety, security and disciplinary procedures taken by the LifeWise program. The program director is responsible for ensuring that policies and procedures are observed at all times and developing guidelines to address the use and operation of video surveillance equipment on LifeWise sites and vehicles.

This policy does not address or cover instances where LifeWise staff record a specific event or an isolated instance where a classroom is videotaped for educational or promotional purposes. Authorized videotaping for educational, instructional and/or promotional purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The LifeWise, Inc. Board of Directors will not accept or tolerate the improper use of video surveillance equipment or recordings and will take appropriate action in any cases of misuse of this policy.

Surveillance Equipment

The program director is responsible for determining where to install and operate surveillance equipment. Except in extraordinary circumstances and with the written authorization of the LifeWise Support Center, video surveillance devices are prohibited in private areas (e.g., restrooms).

Any person who blocks, moves or alters the position of a surveillance device shall be subject to disciplinary action.

Signs will be placed at the main entrance to buildings and/or in the areas where surveillance devices are in use to notify students, staff and visitors that their actions are being monitored.

Video Recordings

Recordings and information obtained from video surveillance devices may only be used to maintain orderly operation of the program or for law enforcement purposes. Recordings may be used as evidence in disciplinary, criminal or administrative proceedings. Recordings may become part of a student's education record or a staff member's personnel file.

Recordings obtained from video surveillance devices shall not be used for the purpose of routine staff evaluation or monitoring.

Confidentiality

Recordings of students will be treated as confidential. Copies of video recordings containing personal identifiable information about students will not be released except to LifeWise program staff, Support Center staff or school officials with legitimate educational interests.

Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the program director, provided that viewing the recording does not violate state and/or federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, LifeWise program staff may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the program director, provided that viewing the recording does not violate state and/or federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The LifeWise program director shall maintain video surveillance recordings for a limited period. Any request to view a recording under this policy must be made within fourteen (14) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after thirty (30) days. If, however, action is taken by the LifeWise program as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if deemed necessary by the program director or the LifeWise Support Center.

410 Visitor Policy

Visitors are permitted at LifeWise classes with prior approval by the program director. A sign must be posted on all entrances indicating the visitor policy.