

Ascent Classical Academy of Northern Colorado

School Volunteer Agreement

Volunteers are critical to the success of Ascent Classical Academy, and we are deeply appreciative of the time and effort our parents and community members invest in us. We know that children enjoy greater success in school when the adults they admire most take an interest in their education. No matter what kind of volunteer work you do, or who you do it for, there are some common qualities that will help you be a successful volunteer at Ascent Classical Academy.

Please read over the following rules and expectations carefully:

Volunteer Application and Portal

- All Ascent Classical Academy volunteers must complete an online volunteer application through our Raptor volunteer portal and undergo a criminal background check. The application is available through the Raptor volunteer portal on the school website.
- Once your application is approved, you must sign the **Student Privacy and Confidentiality Agreement** as well as this **Volunteer Agreement**.
- Please use our Raptor volunteer portal to find and sign up for the volunteer opportunities that best suit your time and talent. The portal will also keep track of your volunteer hours.

Safety First

- Do not leave students unattended without supervision, or allow a student to leave a supervised secure area without permission from school faculty or staff.
- Do not work with students in one-on-one situations without others present.
- Do not admit strangers into the school building: all visitors must go through the front office.
- Alert faculty or staff about unknown persons on campus or security concerns immediately.
- All volunteers on campus are required to check in at the front office and obtain a volunteer badge. Volunteers should sign out at the front office when leaving.
- Volunteer badges must be worn at all times while on campus.
- Please do not use your cell phone while on campus. Only emergency phone calls should be made. Turn off cell ringers while volunteering.
- Volunteers must use staff restrooms. Please do not use restrooms designated for students.

Confidentiality

- Read and sign the **Student Confidentiality and Privacy Agreement**. The items below provide some context for common situations where volunteers are expected to respect the terms of the agreement.
- If you have questions or concerns about something, please bring those concerns directly and privately to a teacher or other staff member.
- You may not discuss a child's academic progress or behavior even with his/her parent. All communications about a child's schoolwork or behavior must be sent to the child's parents from the appropriate school staff, not from other parents.
- Remember that you are on campus for a relatively short period of time: your perception of a situation can be mistaken because you are not aware of all the circumstances.
- Do not share information or speculate with friends or on social media.

- Do not take pictures or record audio/video of students or faculty while volunteering, even for personal use.
- If parents ask you about a child's progress or behavior, suggest in a friendly way that they contact the school directly.

Support Teachers and Staff

- Be respectful towards and about faculty and staff, especially in front of students.
- Do not directly criticize teachers or school policy in front of students. Please bring questions or concerns about a teacher or his/her methods to the teacher in private.
- Review the school's rules and expectations and maintain those expectations for students.
- Involve appropriate school personnel when students disobey school or classroom rules: do not take disciplinary measures into your own hands.
- Please do not interrupt a class to offer help without a prior appointment. Remain at your assigned area.

Volunteer Dress Code

- Ascent Classical Academy has high expectations for our student and faculty dress codes. Although volunteers do not have a particular clothing requirement, their attire should reflect the standards of Ascent Classical Academy, which values **modesty and professionalism**.
- Volunteers are asked to wear neat clothing while working in the school and during school activities.
- Skirts and shorts should be of modest length, and blouses and tops should be conservative.

Childcare

- We regret that we cannot allow volunteers to bring younger children with them to the school to volunteer during the school day, except for babies that are carried or worn by the parent at all times.
- If you would like to volunteer but are unable to come to the school because you have a young child at home, please sign up for volunteer work that can be done remotely.
- Some volunteer opportunities outside the school day may be open for families to come participate.

Encourage Students

- Learn about classical education and the mission of our school.
- Model interest in and respect for students of all ages, abilities, backgrounds, and personalities.
- Encourage all our students to put forth their best effort, and offer genuine praise when they succeed.

Volunteering with Your Child

- Please remember that it is not always possible or preferable for you to work with your own child. Different children react in different ways when their parents are in the classroom.
- Be sure to discuss your role as a volunteer with your child and explain that you might not be able to give him or her your usual attention while volunteering.
- If a teacher determines that you should not work with your own child or in your child's classroom, please respect that decision.

Be Dependable

- Be prompt and reliable. Our students, teachers and staff are counting on you to be there!
- Set a good example of professionalism and citizenship.
- Please notify the front office as soon as possible if schedule changes prevent you from making your commitment.

Communicate Well

- If you are unsure of a procedure, how equipment works, or how your job should be done, please ask a member of school staff or a teacher. We are happy to help!
- Communicate any concerns or problems with a member of staff immediately.
- Decline any task which you are unqualified or unwilling to perform.
- Provide us with feedback about our volunteer opportunities. We want to know how we can improve!

Please sign a copy of this Volunteer Agreement and submit it with your application. You must also complete a separate Student Confidentiality Agreement in addition to this Volunteer Agreement. Violation of these volunteer guidelines may result in termination of the volunteer’s services. The principal or his designee, in his/her full discretion, is responsible for decisions concerning continuation or discontinuation of a volunteer’s activities. If you have any questions about volunteering, please contact Mrs. Burley at rburley@ascentclassical.org. We look forward to welcoming you to our campus soon!

By signing this **Volunteer Agreement**, I have read, understand, and agree to comply with the rules and expectations for volunteers at Ascent Classical Academy of Northern Colorado.

Name (Print)

Signature of Applicant

Date