



# Arizona Charter Academy

Purpose, Character and Excellence in Education...

## Volunteer Guidelines

*The following guidelines are required for ALL volunteers*

### Background Checks

For the safety of our students, school volunteers might be asked to complete a form authorizing a criminal background check before volunteering. Volunteers who come on a regular basis will be asked to obtain a fingerprint clearance card at the school's expense.

### Safe Environment

- Volunteers must always sign in at the office and wear a provided identification badge.
- Volunteers must attend orientation training at the beginning of the year.
- Always work with students in the presence of another adult or in an area where you are easily observed.
- The Arizona Charter Academy has a drug-free workplace policy and prohibits the use of tobacco and alcohol on district property.
- The Arizona Charter Academy has a "zero-tolerance" policy for weapons in school buildings. If you suspect that someone is carrying a weapon on school district property, please note the person's appearance and location and report the information to the principal or another school administrator immediately.
- Volunteers should report suspected incidents of child abuse. This can include physical abuse, sexual abuse or neglect. If you suspect child abuse, see a school administrator immediately.
- Each school building has an evacuation map posted. Please study it and become familiar with the required evacuation routes and locations of exits and fire alarms. Success during emergencies relies on everyone following the same plan.
- Harassment and discrimination is not permitted at Arizona Charter Academy. If you observe harassment or discrimination you should report the incident to a school administrator.

### Dress Code

Remember to dress appropriately. Jeans, slacks and skirts that end just above the knee, may be worn. Shirts and blouses must not have a low neckline and may not be see-through. Shorts, flip flops, tank tops are **not** appropriate attire. Volunteer T-shirts will be provided for those volunteers on a regular schedule.

### Be Punctual and Reliable

The valuable time that our volunteers contribute can be used most effectively if teachers and staff know they can rely on schedules. If you cannot make it for your scheduled time or will be late, please make every effort to inform those expecting you.

### Respect the Learning Environment

- Teachers are in the best position to determine the most effective use of volunteers in their classrooms. Remember that every task is an important contribution to the teacher's ability to focus on classroom instruction.
- Student discipline is the responsibility of the teacher and/or principal.
- Please do not bring younger children with you when you volunteer.
- Please turn off your cell phone when in the classroom.
- Learn your way around the school, including location of exits, restrooms, supply and workroom areas, and designated parking areas.
- Ask for assistance before using unfamiliar equipment.

### Keep Confidential Information Confidential

As a volunteer, you may learn confidential information about students in our school. It is of critical importance that you keep that information confidential and not divulge it, even to friends or family. Volunteers do not have the right to access personnel files of employees or the records of students. Students and parents trust you – just as they do staff members – to maintain their rights and privacy.



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## Volunteer Application

*Please return to the front office with registration packet*

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you ever been charged and/or convicted of a crime (excluding traffic offenses), or are you currently on parole or probation?  Yes  No

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

List experience / training you have had. (i.e. Retail, Sales, Specialized Training, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What area would you like to volunteer in?

Classroom Aide  Home Room Planner  Front Office  Copy Room

Set up/Tear Down for special events  Lunch Room  Playground Duty

Other \_\_\_\_\_

\_\_\_\_\_

What days and hours are you available to volunteer?

\_\_\_\_\_

***Please sign and date the following:***

I, \_\_\_\_\_ agree to follow the volunteer guidelines of Arizona Charter Academy. I will do my best to create a safe, nurturing and structured environment and will adhere to the standard of excellence set by Arizona Charter Academy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office use Only*

Area of Volunteering: \_\_\_\_\_

Area Supervisor: \_\_\_\_\_

Date Area Supervisor Contacted: \_\_\_\_\_

Date Volunteer Began: \_\_\_\_\_

Date of Volunteer Completion: \_\_\_\_\_