

NEW SUMMIT CHARTER ACADEMY PARENT VOLUNTEER COMMITTEE



2023-2024 Volunteer Training Handbook

Everything you need to know about being a volunteer!

New Summit Charter Academy
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THANK YOU for your interest in volunteering!

Volunteering benefits your community.

You can play a direct role in improving your community. By volunteering your time, energy and skills, you are playing a part in helping your community become better educated. Be the change you want to see!

Studies have found that a 1% increase in adults in a community is associated with a 1% decrease in the rate of kids leaving school.

Studies have shown that children who grow up with mentors are more likely to want to become mentors themselves, and people who are more educated are more likely to give back to their own communities by volunteering. By volunteering, you can help start a positive cycle of community-building that outlasts your immediate work!

Volunteering benefits your school!

Times have definitely changed. Schools, teachers and students are facing new challenges. Increased vigilance and safety procedures for COVID, bullying and school safety means recesses and teacher breaks that may have given teachers the needed time to make copies or prepare lessons for their next class may be taken up with other tasks, mitigations, and training. An extra helping volunteer to help with some of these daily duties can really make a difference!

Volunteering benefits your child!

One of the biggest benefits of volunteering at NSCA is the value it places on your child's education and interests. It shows children and students that their education is an important investment to you. It also to help them understand the value of being a part of something for the greater good and it's a powerful way for parents/guardians to lead by example.

Volunteering benefits you!

Rusty? Been out of the workforce for a while? Volunteering helps to develop professional skills needed in today's work place like leadership skills and communication skills. Volunteering enhances social and relationship skills among people. Most job areas now focus on Communication Skills and how to build relationships with all people. It can also be used as extracurricular or co-curricular activities for that resume!

Our Mission

To build a **safe educational community** that emphasizes a **love of learning** and **inspires** and **empowers** students to reach New Summits.

Our Vision

Boldly reaching new summits while positively influencing the world.

Our Motto

Life is all about "new summits!"

Our Core Principles

This is non-negotiable or guiding principles that determine the way we conduct ourselves and make decisions.

Respect: Treat others as you want to be treated.

Responsibility: Knowing it is only ourselves who can get us to where we want to be.

Achievement: Striving to accomplish your goal while elevating your standards.

Perseverance: Never give up always work hard.

Teamwork: Help others; when one succeeds, we all succeed.

Enthusiasm: Ignites excitement our passions and motivation to achieve greatness.

Our Belief Statements

- **We Believe:** That the parents are primarily responsible for the education of the child and that public schools are responsible to give viable choices to parents to assist in that endeavor.
- **We Believe:** That all children are able to learn and deserve a positive caring environment to do it in, regardless of race, creed, color or religion.
- **We Believe:** That success in education comes from raising what is expected of students, parent, and schools, not lowering it.
- **We Believe:** That early detection and remedy of learning difficulties is ultimately more cost effective and provides the best hope of success for children.
- **We Believe:** The ability to read and understand the English language is fundamental to success in our modern society.
- **We Believe:** That a sound knowledge of science and mathematics is essential to maintaining and restoring America's place in the world as innovator and inventor and instilling this in children is the best possible defense against economic decay in our country.
- **We Believe:** That a lifelong pursuit of knowledge is crucial to success in this rapidly changing world that we live in, and that teaching children to love to learn is critical to causing that to happen.
- **We Believe:** That parent's economic circumstances should not preclude the ability to choose high-quality education for their children

VOLUNTEER PROGRAM OVERVIEW

*Note: Please keep in mind that all processes and procedures are in place to keep all of our students and staff safe.

Tiers

There are two tiers of volunteers/training.

- Tier 1 Volunteers may volunteer in the:
 - lunchroom
 - classroom
- Tier 2 Volunteers may volunteer:
 - To chaperone Field Trips
 - To become a Room Parent (if applicable)

All volunteers

All volunteers will be required to attend the In Person Volunteer Training or virtually via our website.

- In Person training – please see the reception desk to sign up for training. Once complete, you'll be required to fill out the Volunteer registration forms and turn them into the reception desk.
- Online training – please see the NSCA website. Once complete, there will be a short quiz at the end. A notification is automatically sent to the Volunteer Committee admin staff to notify them that it is done. Also, the volunteer registration forms will need to be completed and turned into the receptionist desk. They are located at the end of the Volunteer Handbook or can be found at the receptionist desk.

Tier 1 Volunteers

The above completes the Tier 1 Volunteer training.

Tier 2 Volunteers

These volunteers must complete the fingerprinting/background check, at their own cost. For detailed instructions, please see page XX. These background checks are good for your duration of time with us at NSCA. The turnaround time for these checks is normally 24 to 48 hours. Notification is sent to the school through the business manager and given to the Volunteer Liaison. You will be notified via email once the background check is complete and you are officially a Tier 2 Volunteer.

NOTE: Every time you enter the school you will need to show your license to the receptionist. Your license will be sent through Raptor. Raptor is our integrated school safety software system that enables us to screen visitors by scanning the ID and checking against legal databases. This will create an ID sticker specific to you. Please make sure this is visible at all times. Please return the ID sticker and any badges to the reception desk when you leave.

HOW DO I START?

Before you can volunteer in the lunch room or classroom, you must complete the Tier 1 Volunteer Training.

Tier 1 Volunteer Training Checklist:

- Read this Volunteer Training Handbook from cover to cover. Memorize every word! You will be tested! Just kidding, kinda.
- Take the test. (Don't panic, its open book!)
- Complete the Volunteer Registration forms at the end of this handbook. Turn those into the receptionist desk.

The receptionist will notify the classroom teacher that you have completed training and can begin volunteering within the lunchroom or classroom.

To volunteer in the lunchroom, notifications will be sent out via ParentSquare with an e-sign up. The front desk receptionist is the point of contact. When you come in to the school on your volunteer day, bring your license. The receptionist will run your license through our Raptor system and then give you a volunteer/visitor badge. Be sure to check out with the receptionist when you leave.

To volunteer in the classroom, the classroom teacher will contact you to schedule volunteer times. The classroom teacher is the point of contact. Volunteering in the classroom is based on his/her need.

Before you can volunteer for FIELD TRIPS or serve as a Room Parent (if applicable), you must complete the Tier 2 Volunteer Training.

Tier 2 Volunteer Checklist:

- Complete Tier 1 checklist
- Complete Fingerprinting/Background check (see directions on page XX).

THE YETI PARENT COMMITTEE

President: Heather Kennedy
Vice President: Heather Clayton
Treasurer: Jessica Garcia
Secretary: Tami Betts

To sign up with the Yeti Parent Committee:

ypc@newsommitcharter.org or scan the QR Code:



VOLUNTEER HOUR TRACKING

It is important for all our volunteers to track the hours that they volunteer! We must submit a report of our school-wide volunteer program hours for the school year to our Board of Directors, so your help with this is imperative!

When filling out your time log, please try to log your time accurately. Please use the table below as reference when putting in minutes in the time log.

05 minutes = .08 hours
10 minutes = .17 hours
15 minutes = .25 hours
20 minutes = .34 hours
25 minutes = .42 hours
30 minutes = .50 hours
35 minutes = .58 hours
40 minutes = .67 hours
45 minutes = .75 hours
50 minutes = .83 hours
55 minutes = .92 hours

Volunteer time logs should be completed as often as possible through ParentSquare.

Logs for hours earned between **June 1, 2022** and **October 8, 2022** should be turned in no later than **October 18, 2022**.

Logs for hours earned between **October 9, 2022** and **December 17, 2022** should be turned in no later than **January 5, 2022**.

Logs for hours earned between **December 18, 2023** and **March 18, 2023** should be turned in no later than **March 28, 2023**.

Logs for hours earned between **March 19, 2023** and **May 25, 2023** must be turned in no later than **June 10, 2023**.

VOLUNTEER RULES, ROLES AND RESPONSIBILITIES

- Use ADULT restrooms only!
 - Silence all cell phones.
 - Pictures of your own child only.
 - Siblings are not allowed volunteers, please ensure you have alternate childcare.
 - Family members are not allowed to accompany volunteers unless they have also completed all training.
 - Please make sure that their badge is visible at all times during their volunteer time
 - Provide a positive relationship with staff and students
 - Maintain confidentiality of sensitive information, if encountered
 - Share your creativity and talents to help support the staff and students
-
- Help teachers with non-instructional tasks to allow them more time to work with students
 - Notify the teacher and/or receptionist if you are unable to make your volunteer obligation

Note: Siblings must have alternative childcare. No siblings will be allowed to accompany a parent/guardian while volunteering.

LUNCHROOM VOLUNTEER

- Provide a positive relationship with staff and students
- Maintain confidentiality of sensitive information, if encountered
- Notify the teacher and/or receptionist if you are unable to make your volunteer obligation

CLASSROOM VOLUNTEER

- Support the teacher by fulfilling a specific role
- Support learning within the classroom
- Share your creativity and talents to help support the staff and students
- Help teachers with non-instructional tasks to allow them more time to work with students
- Assist in the learning environment under the direction of the teacher and staff
- Respect the teacher's spaces
- Always defer to the teacher on issues of behavior and safety
- Follow all school rules and policies
- Don't use your volunteer status to confer about your child
- Don't let students into classrooms without a staff member present
- Disrupt the learning environment
- Don't use any knowledge from your role as a volunteer out in the community
- Provide a positive relationship with staff and students
- Maintain confidentiality of sensitive information, if encountered
- Notify the teacher and/or receptionist if you are unable to make your volunteer obligation

FIELD TRIP VOLUNTEER ROLES AND RESPONSIBILITIES

- Stay alert and attentive to your surroundings
- *Potentially* supervising students
- Support the teacher by fulfilling a specific role
- Represent NSCA positively
- Keep your group together and safe
- Help your group stay focused and on task
- Revisit the rule and expectations as needed
- Always defer to the teacher on issues of behavior and safety
- Follow all school rules and policies
- Provide a positive relationship with staff and students
- Maintain confidentiality of sensitive information, if encountered

ROOM PARENT (IF APPLICABLE) ROLES AND RESPONSIBILITIES

- *Potentially* supervising students
- Support the teacher by fulfilling a specific role
- Assist in the learning environment under the direction of the teacher and staff
- Always defer to the teacher on issues of behavior and safety
- Follow all school rules and policies
- Provide a positive relationship with staff and students
- Maintain confidentiality of sensitive information, if encountered

RESPECTING PERSONAL SPACE

When dealing with students, it is important to respect their personal space. We can show student that we care for them in the following appropriate ways:

- High fives
- Handshakes
- Side hugs (if the student initiates the hug)
- Fist bumps

MAINTAINING BOUNDARIES

It is important to respect the teacher when volunteering in the classroom. Always remember to allow the teacher or staff member to direct the instruction, activities and discipline.

While it can be difficult, you must remember to treat your student like every other student in the classroom. They should receive no special treatment from you during your volunteer time. Please be sure to redirect your child if he or she is trying to engage you as a parent rather than a volunteer.

DRESS CODE

All rules regarding dress and appearance that apply to students apply to adults, to include volunteers, interns, student teachers and classroom observers.

The professional appearance of our volunteers reinforces the shared vision of the school and their identity as highly motivated professionals working toward a common mission and strengthens the community attitude toward the school.

Volunteers should adhere to a professional standard of dress and should be neat and clean in appearance and free of holes, tears and stains.

Unacceptable items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, at school activities or in office environments:

1. Shorts except for Physical Education or special events when appropriate.
2. Sunglasses, hats or head coverings (scarves, do-rags etc.) inside the building.
3. Rubber flip-flop shoes or bedroom slippers.
4. Athletic wear such as jogging suits, sweat pants, yoga pants or hoodies, except for Physical Education or special events when appropriate.
5. Skirts and dresses shorter than two inches above the knee.
6. Underwear as outer wear.
7. Inappropriately sheer, excessively tight or form fitting, revealing or low-cut clothing (e.g., midriffs; halter tops; backless clothing; tube tops; garments made of fishnet, mesh, or similar material; muscle tops, spaghetti strapped shirts or dresses, sagging pants, etc.). Clothing must not bare or expose private parts of the body, or permits undergarments to be exposed.
8. Tank tops or other similar clothing with straps narrower than two inches in width.
9. Leggings/jeggings that are not appropriately covered by a top that comes to mid-thigh.
10. Bib overalls or jeans. See Spirit Friday below for exceptions.
11. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs, tobacco, alcohol, or weapons.
- Are sexually suggestive.
- Are violent, obscene, profane, vulgar, lewd, indecent, plainly offensive, or legally libelous.
- Create a safety hazard or threaten the safety or welfare of the employee or any other person.
- Promote any illegal activity.
- Are generally offensive, controversial, disruptive or otherwise distracting.
- Are overtly commercial, contains political, personal or offensive messages.

Body piercing jewelry and hair color should match the student code of the building and must be consistent with the necessity to present a professional appearance. Tattoos must be appropriate in content and in keeping with a professional image or must be covered.

GROOMING AND HYGIENE

Employees are expected to meet hygiene requirements during regular business hours for the duration of their employment. Every employee is expected to practice daily hygiene, to include oral hygiene, such as frequent showers or baths and good grooming habits as set forth in further detail below.

- Hair should be clean and neatly trimmed or arranged. Sideburns, mustaches, and beards should be neatly trimmed.
- Make-up must be moderate and professional.
- Recognizing that employees, students and visitors may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products. Fragrant products that may be offensive to others should be used in moderation out of concern for others in the workplace.
- Hands and nails should be clean and conservatively manicured.

CONFIDENTIALITY (FERPA)

Student work, behavior and grades should NEVER be discussed with anyone other than the teacher.

As a volunteer, you could encounter confidential information including student performance and behavior information, conversations you may overhear between staff members, incidents with students, and health/medical issues. These items fall under FERPA and should never be discussed by parent volunteers for any reason.

Please refer to the FERPA Confidentiality Agreement in your Volunteer Packet for more information.

EMERGENCY SITUATION RESPONSE

- Fire/Fire Drill
 - Find the nearest exit
 - Stay with the students you are with
 - Find the nearest evacuation zone
 - Notify a staff member and let them know what classroom you are volunteering in
 - Wait to be released back into the building
 -
- Weather Emergency (Lightening)
 - Stay indoors or come inside (if you are at recess)
 - Proceed to an area away from any glass or windows
 - Continue with “business as usual”
- Lock Down
 - Find the nearest open classroom and go inside
 - Lock door (place door magnet INSIDE the classroom not in the hallway) and gather away from the “line of fire” not directly behind the door)
 - Move away from windows
 - Lights out
 - Remain QUIET
 - Help keep the students calm
 - DO NOT OPEN the door for ANY reason unless you see fire or smell smo
 - Wait for help or instructions



BACKGROUND CHECK INFORMATION

Each volunteer who will be a chaperone for a NSCA Field Trip requires a fingerprint based background check will need to register online at the link below.

Visit the **cabiond** enrollment/scheduling website at: <https://abi.cabiond.com/>

Click on the upper right hand corner Create an Account.

- Create your account OR Login
- **Place New Order**
- **Fingerprint Location**
- Choose your location, Next
- Pick a date/time that is most convenient for you, scroll to bottom, Next
- Do you have a Billing Code? **No**, Next
- Service Types:
In the drop down box: **CO Licensure/Employment CABS**
In the next drop down box: **Charter School Applicants 22-30 5-110 7**
- CBI Unique ID: **6105ECSI**, Next
- Confirm Personal Information, Next
- Confirm your Date of Birth, Confirm
- Fill in Personal Details, Next
- Review Order
- Read and check the privacy statement, next
- Once you are done completing your account, the last step is payment through the website.
- A confirmation page will be shown after payment. You will receive an Order ID number that you will bring with you to your appointment.

Background Check Information/Process:

- Please note the specific photo ID requirements, and an email confirmation summarizing all appointment specifics.
- During the enrollment appointment at the location, an enrollment technician will perform ID verification, fingerprint, photo and signature capture, in compliance with CBI and FBI requirements.

Colorado Springs Locations:

The Mail Center
6547 N. Academy Blvd. Colorado Springs, CO 80918

Maggie's Shipping Shop 330 E. Costilla Street
Colorado Springs, CO 80903

If you have questions or concerns, please contact Tara Jennings at
Tara.Jennings@newsummitcharter.org.



**Thank you so much for being an engaged
volunteer at New Summit Charter Academy!
We could not be the exceptional school we are
without you!**