




NSCA  
Parent/Guardian

# Volunteer Training

2023-2024



# Our Mission/Vision/Motto

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

Boldly Reaching New Summits While Positively Influencing the World.

Life is about... **New Summits!**

# Training Goals



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- Bringing alignment and awareness of school and district policies
- Providing familiarity with school procedures and practices
- Gaining awareness of volunteer roles and responsibilities
- Understanding of emergency situations
- Promoting positive volunteer experiences for students and parents

# Volunteers vs. Visitors

## Volunteers

- Support the teacher by fulfilling specific roles and supporting activities
- Assist in the learning environment under the direction of the teacher and staff
- Potentially supervising students

## Visitors

- Come to the school to observe the educational experience and/or take part in special activities or events
- Not supervising students

# Volunteers vs. Visitors

Visitors, other than invited guests or volunteers, will not be permitted access to NSCA during the school day or at any time when students are present, including before or after the school day.

Invited guests include but are not limited to:

- Family and Friends invited for student performances, assemblies, presentations and other school sanctioned celebrations
- YPC (Yeti Parent Committee) sponsored events and meetings
- Pre-scheduled meetings
- After school sporting events

All guests must sign in at the front desk upon arrival, have their ID checked and sign out when leaving

# Volunteers should...

- Bring Photo Identification.
- Check in at reception desk with ID.
- Wear your printed badge so it is visible at ALL times.
- Report to the room or area where you will volunteer (please avoid interrupting other classrooms that you are not scheduled to volunteer in).
- Conduct your volunteer responsibilities.
- Check out at the reception desk and hand in badge.

Note: Please arrange alternate care for siblings.

# Dress Code



At New Summit Charter Academy, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of our students and families.

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


# Dress Code




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

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:



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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 outerwear.




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8. 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.

9. Tank tops or other similar clothing with straps narrower than two inches in width.

10. Leggings/jeggings that are not appropriately covered by a top that comes to mid-thigh.

11. Bib overalls or jeans.



12. 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.

# Grooming & Hygiene



13. 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.
14. 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.

# Grooming and Hygiene

15. Hair should be clean and neatly trimmed or arranged.
16. Sideburns, mustaches, and beards should be neatly trimmed.
17. Make-up must be moderate and professional.
18. 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.
19. Hands and nails should be clean and conservatively manicured.

# How Do I Start?

Before you can volunteer in the lunch room or classroom, you must complete the Volunteer Trainings.

There are 2 Tiers of Volunteers

Tier 1 Training is for:

- Lunchroom Volunteers
- Classroom Volunteers

Tier 2 Training is for:

- Field Trip Chaperones
- Room Parent, if applicable

# Tier 1 Volunteer Training

## Tier 1 Volunteer :

- Complete the Volunteer Registration forms. They are located on the NSCA website, at the reception desk, and at the back of the Volunteer Handbook. Please complete and turn in to the reception desk or email to [tara.Jennings@newsommitcharter.org](mailto:tara.Jennings@newsommitcharter.org)
- Take this online training.
- Take the test. (Don't panic, its open book!)

## Volunteer opportunities:

- Lunchroom - will be communicated through ParentSquare as will the sign up.
- Classroom Volunteer opportunities - the classroom teacher will be notified that you have completed training and are available to volunteer. The teacher will be in contact with you when opportunities arise.

# Tier 1 Volunteer Training

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.



# Tier 2 Volunteer Training

## Tier 2 Volunteer Training Checklist:

- Complete all of Tier 1 Training Checklist.
- Complete Fingerprinting/FBI Background check (see directions on last page of the handbook).
  - The Fingerprint/FBI Background check is currently \$55.
  - This cost is the responsibility of the volunteer.
  - This background check is good for life, there will be no need to repeat it.
  - You will still need to present your license at the front desk at each volunteer opportunity. Raptor will run a “short term” background check that will review preprogram databases for the duration of time between the FBI background check and the present.
  - It is mandatory. We are always at 100% ID check.

# Tier 2 Volunteer Training

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.

Yes, this is repeated information. It applies to all volunteers.

# Volunteer Rules, Roles and Responsibilities

- Use ADULT/Staff restrooms only, no exceptions
- Silence all cell phones
- Pictures of your own child only
- Please make sure that your badge is visible at all times during your volunteer time
- Maintain confidentiality of sensitive information, if encountered
- Notify the teacher and/or receptionist if you are unable to make your volunteer obligation

# Volunteer Rules, Roles and Responsibilities



- Siblings must have alternative childcare, no exceptions
- No siblings will be allowed to accompany a parent/guardian while volunteering
- Provide a positive relationship with students and staff
- Stick to the purpose of your role
- Maintain confidentiality of sensitive information if encountered

# Volunteer Code of Conduct



Be on-time and reliable in fulfilling volunteer commitments.

Please exercise kindness while volunteering for New Summit Charter Academy.

Respect and abide by the confidential nature of anything you might see or hear while volunteering.

Please conduct yourself in a businesslike and fair manner, without partiality to individual students.

Please motivate children in a positive way to work and help them succeed in school.

Graciously accept direction and constructive criticism from staff members.

# Volunteer Code of Conduct



Acknowledge the teacher as the authority in the classroom.

Do not confront a teacher regarding disagreements/differences of opinion in the presence of children.

Be respectful of the classroom by not disrupting a teacher's instructional time or student learning.

Schedule all in-classroom volunteer hours through the classroom teacher.

Dress appropriately for a school environment (i.e. refer to Dress Code).

# Volunteer Code of Conduct



Wear a current volunteer name tag, at all times, when volunteering at the school.

Sign in and out at the front office when volunteering at the school.

Record all on and off campus volunteer hours in ParentSquare under the Participate tab.

Due to the hazards and liability associated with having small children or unsupervised children on school grounds, it is NSCA's policy to not allow volunteers to bring younger siblings or non-students on to campus when volunteering.

Please know that if any conduct is deemed inappropriate, limitations will be set by Administration.

# Effective Student Interaction Strategies



Positive reinforcement

Patience

Encouragement

Teach and facilitate instead of showing and doing

Be reliable

Smile



# Discipline



Respect each learner

Provide students with choices

Work with the teacher to set boundaries and expectations for your work  
with students

Follow school rules and policies

It is not the responsibility of the volunteer to handle discipline; this is the  
job of the teacher

# Field Trips



## Field Trip Chaperone Duties:

Represent NSCA and your school positively

Keep your group together and safe

Stay alert and attentive to the environment

Help your group stay focused on learning task

Revisit rules and expectations as needed

Defer to the teacher on issues of behavior and safety

Follow school rules and policies

Note: please arrange alternate care for siblings

# Field Trips

If you are interested in becoming a field trip chaperone, you must complete a fingerprint Colorado Bureau of Investigation background, at your expense (you will receive volunteer hours for this expense).

For more information on completing your background check, please refer to the last page in the Volunteer Training Handbook or email [tara.Jennings@newsummitcharter.org](mailto:tara.Jennings@newsummitcharter.org)

# Emergency Situations

## Fire Drill

- Find the nearest exit
- Stay with the kids you are with
- Find the closest evacuation zone
- Notify a staff member of the teacher you are volunteering with

## Weather Emergency (Lightening)

- Stay inside or come inside
- Continue with normal procedures

## Lock Down

- Find the nearest open classroom and go inside
- Move away from all windows
- Keep the students calm
- Wait for help or instructions

# Respecting Personal Space



Allow personal space between you and the student

Permissible physical contact at school is different from what may be allowed in the home

Acceptable interactions

- High fives

- Handshakes

- Side hugs if student initiates it

- Fist bumps

- These are great ways to celebrate learning!**

# Maintaining Boundaries



Allow staff to direct instruction, activities, and discipline

Treat your child like every other student in the classroom and school

Redirect your child if he or she is trying to engage you as a parent rather than as a visitor

# Harassment, Intimidation and Bullying: Student or Adult

Report ALL incidents to the teacher or principal if you or a child is bullied, harassed or intimidated.

The goal is to keep everyone safe in and around our school!

# Confidentiality



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

Respect the privacy of our students and staff Federal

Education Rights and Privacy Act (FERPA)

Volunteers may or may not encounter sensitive and confidential information about students

This includes, but is not limited to, student performance and behavior, conversations heard amongst staff, concerns with teachers/staff, incidents with students, health and medical issues and parent information.



# General Volunteer Guidelines

## DO:

Ask Questions

Use ADULT restrooms only

Silence cell phones

Respect teacher spaces

Make a difference in the life of  
a student

## DON'T:

Use the time to confer about  
your child

Let kids into classes without  
staff members present

Disrupt the learning  
environment

Use knowledge from your role  
as a volunteer out in the  
community

# Volunteer Opportunities

Lunchroom Help (10:30 am -  
12:30 pm M-F)

*Monthly Gratitude* (each month  
has a different theme!) (YPC)

Sports Help

Concerts

School Beautification Help

Library Help

Fun Run = Sept 29, 2023

Field Day

We will have more  
opportunities available  
throughout the year!

# In closing...

Please bring your completed volunteer packet the to the reception desk  
or email to [tara.Jennings@newsunmitcharter.org](mailto:tara.Jennings@newsunmitcharter.org)

We could not be the exceptional school we are without you!

Thank you for all you do!