

**Our vision is to boldly reach new summits
while positively influencing the world.**

August 22, 2023

Dear New Summit Charter Academy Volunteer,

On behalf of the students and staff of New Summit Charter Academy, we wish to express our sincere appreciation for your willingness to volunteer your time so generously for the 2023-2024 school year.

In an effort to further ensure the safety of our students, New Summit Charter Academy requires that all classroom volunteers complete a volunteer packet and confidentiality agreement prior to working with our students.

We understand that everyone is busy and has a life outside of school. We appreciate and value the fact that you are willing to share your time with us. By volunteering with New Summit Charter Academy, you are demonstrating your commitment to the well-being of your child and all the students within the school! The contributions you are willing to make really make a difference in our students' educational experience.

Please complete the attached forms and return them to the Reception Desk as soon as possible. They may also be emailed to tara.jennings@newsummitcharter.org. Once your forms have been submitted and verified, your child's classroom teacher will be notified that you have completed the volunteer training process. The classroom teacher will then contact you to schedule your volunteer time when opportunities arise.

Thank you so much for taking the time to volunteer! We could not be the exceptional school we are without you!



New Summit Charter Academy Parent Volunteer Form

Parent Volunteer Application

Name (Mandatory)

Last

First

Middle (complete name)

Previous

Home Address

Street

City

State

Zip

Date of Birth

Email Address

Contact Phone Number

Student Name

Student Teacher/Grade

Teacher

Grade

Student Name

Student Teacher/Grade

Teacher

Grade

Student Name

Student Teacher/Grade

Teacher

Grade

Student Name

Student Teacher/Grade

Teacher

Grade

Have you ever been fingerprinted for New Summit Charter Academy? ____No ____Yes

If "yes", in what year _____

OFFICE USE ONLY:

New Summit Charter Academy Parent Volunteer Form

Background Report

New Summit Charter Academy requires all parent volunteers who work with children on a regular basis to submit a form certifying that the volunteer HAS or HAS NEVER BEEN convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Volunteers who work with children at New Summit Charter Academy will be required to complete a Background Report/Applicant Testimony form. Individuals must report any convictions* that occur subsequent to the time they initially completed this form.

Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly. Conviction of a crime is not an automatic bar to volunteering. New Summit Charter Academy will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying to volunteer.

Last Name	First Name	Social Security Number		
Have you ever been convicted** of a felony?			YES	NO
Have you ever been convicted of a misdemeanor other than minor traffic violations? (A DUI conviction is not considered a minor traffic offense.)			YES	NO
Have you ever been convicted of a sex or drug-related offense?			YES	NO
Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense, or has any court deferred further proceedings without entering a finding of guilty?			YES	NO
Have you ever been placed on probation?			YES	NO
Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful behavior involving a child?			YES	NO
Have you ever been dismissed, or have you resigned from a position as a result of an allegation of unlawful behavior, involving a child, including unlawful sexual behavior?			YES	NO
Have you ever had any professional licenses (including teaching certificates/licenses) suspended, annulled or revoked in any state or county?			YES	NO
Have you ever been dishonorably discharged from the military?			YES	NO
Have you ever been involuntarily terminated from any employment or asked to resign from employment?			YES	NO
Have you ever been non-renewed or refused a continuing contract?			YES	NO
Have you ever resigned to avoid termination of employment or to avoid non-renewal of a contract?			YES	NO

*CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

**CONVICTED means a conviction by jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the Court.

New Summit Charter Academy

Confidentiality of Student Records

In accordance with Academy School District 20 Policy JRA/JRC [7910], all student records are considered to be of a confidential nature and all NSCA staff shall ensure the confidentiality of information not to be shared with students, or the public, without the written consent of parents or other authorized entity. **The principal is the official custodian of student education records in his or her building, and all inquiries regarding student records needs to be directed to the building principal.** Policy JRA/JRC [7910] can be read on the Internet at: www.asd20.org.

NSCA staff should take appropriate steps to protect the privacy of students. **Allowing students or others access to student's grades, discipline records, IEPs, 504 Plans, or related private information may violate the requirements of The Family Educational Rights and Privacy Act (FERPA) regarding personally identifiable information. Student phone numbers and addresses are also to remain confidential.**

In order to safeguard students' rights under FERPA the following rules must be observed by district staff when working with volunteers or student assistants in the classroom:

- Volunteers and /or student assistants do not hand back assignments to students in the class where grades are visible
- Volunteers and or student assistants shall not enter grades into the teacher's grade book, electronic or otherwise

Some documents shall not be seen or handled by anyone other than the appropriate school personnel.

These documents include:

- | | |
|--|---|
| - Teacher's Grade Book or Record | - Permanent School Records (Cumulative Files) |
| - Department of Human Services (DHS) Reports | - Child Abuse Reports |
| - Disciplinary Files | - 504 Evaluations |
| | - Special Education Records |
| | - Health/Medical Records |

Information received or observed regarding individual students must remain confidential and their privacy rights maintained at all times.

CONFIDENTIALITY AGREEMENT

I have read the above information, understand it, and agree to abide by the confidentiality requirements stated above.

Name (Print)

Signature (Date)

New Summit Charter Academy Parent Volunteer Form

Parent Volunteer Signature

I hereby certify that the information contained in this Parent Volunteer Form is true and correct to the best of my knowledge. I agree to have any of the information checked by New Summit Charter Academy. I authorize any individuals whom New Summit Charter Academy contacts (including my current employer, former employers and any government or law enforcement agency), to provide New Summit Charter Academy (NSCA) any and all information concerning my previous or current employment. I understand that if I limit NSCA's right to contact persons/organizations deemed necessary by NSCA, the request to volunteer may not be considered further. Also, I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to NSCA or any of its agents, staff members or representatives for purposes related to this form or my request to volunteer. I understand that ANY misrepresentation, falsification or material omission of information on this form may result in my being denied the opportunity to volunteer at NSCA. I understand these forms are kept on file for a period of one year and will remain the property of New Summit Charter Academy.

I HEREBY AFFIRM THAT ALL INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE. I UNDERSTAND THAT MISREPRESENTATION OF THE FACTS SHALL RESULT IN DENIAL OF MY APPROVAL FOR THE OPPORTUNITY TO VOLUNTEER, OR TERMINATION OF VOLUNTEERING, AND MAY BE PUNISHABLE BYLAW.

Volunteer #1 Printed Name

Volunteer #1 Signature

Date

New Summit Charter Academy does not discriminate on the basis of age, race, religion, national origin, disability, sexual orientation or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of handicap by Section 504 (29 USC 794).

Date Modified 8/22/23