



**File: AR-IJOC**

## **SCHOOL VOLUNTEERS AND VOLUNTEER APPLICATION**

### **DEFINITION OF VISITOR:**

A visitor is defined as any person in the school facility who is not a school employee or Approved School Volunteer.

#### **VISITORS (CONTRACTORS AND VENDORS):**

All contractors and vendors who enter the school during hours when students are present must present their driver's license to the school staff for identification. The school reserves the right to photocopy the driver's license and keep on file in the school office. Law Enforcement background checks may be performed on any contractor or vendor when deemed appropriate by the Principal.

### **DEFINITION OF APPROVED SCHOOL VOLUNTEER:**

An Approved School Volunteer is any person who has completed, with official notary stamp, the Volunteer Affidavit and has been approved as a volunteer by the Principal. Prior to approval, the Principal will assure that the individual is not listed with any law enforcement agency as a sexual offender. Law Enforcement background checks may be performed on any volunteer when deemed appropriate by the Principal.

#### **APPROVED SCHOOL VOLUNTEERS (CHAPERONES):**

A chaperone is defined as a parent or other interested person who volunteers to attend a school field trip or other school sponsored activity to assist in the supervision of students. All chaperones must be Approved School Volunteers prior to attending an activity as a chaperone.

### **VISITOR and VOLUNTEER RESPONSIBILITIES:**

1. All visitors and volunteers shall **sign in and sign out** on the form provided by school office.
2. All visitors and volunteers shall **wear name badges** at all times while in the school. Name badges will be issued by the school administration upon signing in. Please turn in your name badge upon leaving the school building.
3. All visitors and volunteers are to dress in a professional manner while visiting the school. Visitors and volunteers are not permitted to wear inappropriate clothing while at the school. Inappropriate clothing is defined as exposing an excessive amount of skin and as having slogans or advertising for alcohol, tobacco, or other illegal activity.

Adopted July 12, 2012



4. Visitors and volunteers shall not have consumed alcoholic beverages or taken illegal drugs when visiting or working at the school. All volunteers must adhere to Drug-Free Workplace policies.
5. All visitors and volunteers must refrain from smoking on school grounds or at school sponsored events. Smoking is prohibited on all school property

#### **VISITOR and VOLUNTEER ACCESS:**

1. All visitors shall be escorted while in the school building. A visitor must be under the supervision of a school employee at all times. Visitors shall have access only to those classrooms that the Principal has approved. At no time will Visitors be permitted to visit other classrooms or wander through the school.
2. Visitors shall have access to students only while they are accompanied by an employee of the school. No visitor shall, at any time, be left alone with a child.
3. An Approved School Volunteer has access to all classrooms and other areas of the school necessary to complete their volunteer tasks. An Approved School Volunteer shall not interfere with school activities and shall not attempt to discipline students.
4. An Approved School Volunteer may have access to students in order to complete their volunteer task and may supervise students. However, volunteers may not provide direct instruction without the supervision of a certified employee.
5. Visitors and volunteers are not permitted physical contact with a student or staff member.

#### **APPROVED SCHOOL VOLUNTEERS**

#### **GETTING STARTED**

In order to volunteer at Aspen Ridge Preparatory School, you must:

1. Read and agree to the policies and information provided in this Handbook.
2. Complete the Volunteer Affidavit and submit to the school Office Manager.

Complete the Volunteer Release of Liability.

3. Complete any required background check paperwork.
4. Be approved as a school volunteer by the school administrator.

Adopted July 12, 2012



**VOLUNTEERS WILL:**

1. Be in good physical and mental health.
2. Ensure confidentiality of student and school information.
3. Maintaining a professional attitude of mutual respect and confidence.
4. Be punctual and reliable and notify the school in cases of absence.
5. Become familiar with school and classroom policies and practices.
6. Refrain from.
7. Adjusting to the teacher's way of doing things and follow his/her directions.

**VOLUNTEERS WILL NOT:**

1. Establish instructional objectives, except in collaboration with a certified teacher in the case of special programs.
2. Discipline a student.
3. Assume responsibility for an entire class.
4. Criticize school procedures or staff
5. Contact parents regarding performance or behavior of students.
6. Provide student or school information to any other organization, group or person.

**ADDITIONAL VOLUNTEER POLICY CLAUSES:**

**Confidentiality of Information**

Confidentiality is absolutely essential! Please be aware that information which you may hear, see, or otherwise acquire while at the school is to be considered privileged information and is to be kept private. Volunteers must respect the confidential nature of school records, as well as relationships between staff members and students.

**Suspicion of Child Abuse**

If you find yourself in a situation where you suspect child abuse it is your responsibility to direct this information to the Principal immediately. He or she will then take the information from you and contact the Children Protective Services.

This information is confidential and must remain between you and the Principal.

**Supervision of Children Not Enrolled at Aspen Ridge**

The school will not be responsible for the safety and supervision of children not formally enrolled in Aspen Ridge Preparatory School. School staff are not allowed to supervise students not enrolled at Aspen Ridge during school hours or while functioning in an official capacity for the school. Parents who bring other children with them to volunteer at the school are solely responsible for the supervision and safety of these children.

**Violation of Volunteer Policies**

Any visitor or volunteer who, in the sole judgment of the Principal, is in violation of any part of this policy may be removed from the school facility and denied future visits.

**Student Supervision Policy**

Adopted July 12, 2012



In order to ensure the safety and well being of the students of Aspen Ridge Preparatory School, students shall be under the supervision of school employees at all times during school hours. At least one employee shall be charged of student supervision at all times and in all places where students are located during the school day. The following provisions constitute the scope of this policy.

1. Employees included any paid employee who is currently signed in and has passed the mandatory background check for employment.
2. Supervision may be supplemented or augmented by volunteers, but at no time may a volunteer be left alone with or in charge of students.
3. School hours are from 8:30am to 3:05pm. All the time contained herein is subject to this policy, including but not limited to classroom instruction, enrichment programs, lunchtime and recess.
4. In accordance with the Parent Handbook, students may be dropped off at school in the staff supervised drop-off zone in front of the school starting at 8:15 AM each day. Sufficient school employees must be present to provide for the safety of students in designated locations.
5. Before school and after school care is provided by an outside contractor on a fee for service basis. Students who arrive at school before 8:15am or remain at school past 3:05pm must be enrolled in the Before/After School program. Student supervision for students enrolled in this program is the responsibility of the contractor and not the school.
6. The Principal is responsible for providing and enforcing a schedule of supervision duties outside the classroom for school employees.
7. The school will not be responsible for the supervision of children not formally enrolled in Aspen Ridge Preparatory School. Parents who bring other children with them to volunteer at the school are solely responsible for the supervision and safety of these children.
8. The one exception to this supervision policy is that students may use the restroom facilities and/or go to the office without staff supervision provided there are moving about the building with staff permission (hallpass) and with clear expectations for behavior. If problems should arise, the Principal has the authority to implement actions necessary to ensure safety of students in the restrooms and hallways.



## Volunteer Affidavit

Thank you for your interest in serving as a school volunteer or chaperone at Aspen Ridge Preparatory School. For the protection of our students, this charter school requests a response from each school volunteer to the following items. Volunteers will be asked to complete a new Volunteer Affidavit each school year.

1. I agree to read and follow the policies outlined in the Volunteer Handbook provided by the school.
2. I, \_\_\_\_\_, agree to keep strictly confidential any information to which I may have access concerning any and all students, thereby meeting the requirements of the Family Education Rights and Privacy Act.
3. I understand that as a participant in the Volunteer Program, contact with students is only to take place while at school and/or during school-related activities. Any attempts to communicate or make contact with students by mentors/volunteers outside of school are strictly prohibited.
4. Equity Policy - Prohibiting Discrimination
  - A. It is the policy of this school offer students or employees the opportunity for participation in, benefits of any Aspen Ridge Preparatory School program or activity without regard to race, color, creed, ancestry, sex, religion, national origin, age (except where required by law for initial enrollment in school), marital status, sexual orientation, or disability.
  - B. Students, while they are in school or participating in school-related activities, are entitled to an environment free of discrimination and/or harassment by other students or adult employees or volunteers. Students should not be subjected to nor should they subject others to:
    - 1) slurs or innuendoes about any characteristics listed in A above;
    - 2) any activity or talk related to A above that creates an offensive educational environment or unreasonably interferes with the individual's school performance or participation in educational opportunities;
    - 3) sexual advances, requests for sexual favors, or physical conduct of a sexual nature.
  - C. All employees and volunteers are expected to work with other employees, to teach students, and to supervise or to be supervised in their work by other employees without regard for race, color, religion, sex, national or ethnic origin, age, marital status, or disability.
5. Drug Free Workplace
  - A. The school district complies with the Drug Free Workplace Act of 1988 to maintain a drug-free workplace. The "workplace" shall be defined by U.S. Code and Code of Federal Regulations - as amended from time to time.
  - B. Each employee and the public is hereby notified by this policy that the unlawful manufacture, dispensing, possession, distribution, or use of a controlled substance or

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alcohol is strictly prohibited at any and all work sites or work related functions or as a part of any school activity, or any function held on school board property.

I am aware that for the protection of students, this school requires and conducts FDLE Sexual Offender and Predator screenings on all volunteers. National and Colorado Department of Law Enforcement background checks are conducted on all school employees and reserves the right to conduct background checks on school volunteers. I hereby approve of such a check on my background.

1. Have you ever been convicted of, pleaded guilty to, pleaded nolo contendere (no contest) or had adjudication withheld for a crime constituting a felony or any act involving moral turpitude?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If you answered "Yes" to the above, do you think that act would reduce your effectiveness as a volunteer? Please explain, or if preferable, make a conference appointment with the school director:

\_\_\_\_\_

\_\_\_\_\_

6. References: Please list two individuals whom you have known for at least one year: Name:

\_\_\_\_\_ Phone: \_\_\_\_\_

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

**My notarized signature below indicates that the information provided on statements 7 and 8 is correct and that I agree to statements 1-6.**

Volunteer's Signature \_\_\_\_\_

Full Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_



**Release of Liability**

*The undersigned has volunteered to perform services for the Aspen Ridge Preparatory School, including by not limited to services related to school functions, building or grounds maintenance and other matters. These services may be conducted on property owned by the School or on property belonging to others, and are being performed without compensation, except reimbursement for actual expenses.*

*The undersigned hereby releases, waives, discharges, and covenants not to sue, Aspen Ridge Preparatory School, Inc., and its officers, directors, employees, and agents (collectively, the "School") from all liability to the undersigned, his/her personal representatives, assigns, heirs, and next of kin for any and all loss or damage, and any claim or demands therefore on account of injury to the person, or to the accompanying children not enrolled in the School, or to property or resulting in the death of the undersigned, whether caused by the negligence of the School or otherwise while the undersigned is engaged in the volunteer services;*

*The undersigned hereby assumes full responsibility for any risk of bodily injury or death for their person, and for any children not enrolled in Aspen Ridge who may accompany them, or for property damage due to the negligence of School or otherwise while engaged in the volunteer services;*

*The undersigned expressly acknowledges and agrees that the volunteer services may involve inherently dangerous activity and involve the risk of serious injury, death and property damage. The undersigned expressly agrees that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of Colorado and the State in which the volunteer services are undertaken, and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect; and*

*The undersigned has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This individual is recommended for appointment as a school volunteer.

\_\_\_\_\_  
School Administrator's Signature

\_\_\_\_\_  
Date

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