



Volunteer Training/Background Check

Thank you for sharing your time and talents with our school community.

Volunteer Guidelines: Please sign in and out of the building.

- Please watch the volunteer video in its entirety
- Please wear your name tag at all times. This shows the staff and students that you are supposed to be in the building.
- In order to give your full attention to your volunteer duties, we ask that you don't bring younger children to school while you volunteer.
- In case of an emergency, or if you have concerns for student safety, please report that immediately to a teacher or administrator.
- Please dress appropriately for a school environment.

Teacher-Volunteer Relationships: Always remember the importance of confidentiality!

- Volunteers essentially are working as Instructional Aide.
- Volunteers can offer an extra pair of hands, eyes, and ears.
- Volunteers can help motivate a child to learn and succeed.
- Volunteers provide extended learning opportunities, help students with makeup work, help students who need additional assistance.
- Volunteers should not assume responsibility for the discipline of students.
- Volunteers should not make decisions regarding the relevance of certain activities or procedures.
- Volunteers should not make decisions regarding the appropriateness of the teaching materials.
- Volunteers should not share information regarding the performance or behavior of other students.

Helpful Hints for Working with Students:

- Please be reliable.
- Learn the names of the students with whom you work.
- Make sure the students know and can pronounce your name.
- Show that you are interested in the student as a person.
- Encourage students to do their own thinking.
- Help students realize that making mistakes is part of learning.
- Build the student's self-confidence.
- Respect the child's privacy.
- Be consistent with the teacher's expectations for behavior.
- Don't compare one student to another.
- Maintain a sense of humor.

Volunteer Opportunities:

- Classroom: tutoring, working in small groups, clerical, art projects, holiday events
- Specials teachers: Wellness, Technology, Physical Education, Spanish, Art
- Volunteer Speaker: share your expertise or experience with our students
- Library
- Office
- Preparing Thursday Folders
- Lunch and Recess Supervision
- Attending school events (i.e. back to school night, conferences, sporting events, plays, and performances, etc.)
- At-home volunteers
- **Carpool (both AM-on the playground and PM)**
- **Crossing duty @ 64th and Dunkirk St.**

Office phone number: 303.217.5152

www.highpointacademy.net



Acknowledgment:

I acknowledge that I have read and participated in HPA volunteer training for the 24-25 school year.

I agree to HPA completing a background check on the following individuals:

Please Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Social Security Number of Parent/Guardian: _____

Birth date of Parent/Guardian: _____ Gender of Guardian: Male Female

Ethnicity of Parent/Guardian: _____

Date: _____

Best phone number to reach you: _____

Email: _____

Student Names/ Grade/Homeroom Teacher

1. _____

2. _____

3. _____

4. _____



High Point Academy Volunteer Code of Conduct

Purpose

The purpose of this Code of Conduct is to ensure a safe, respectful, and productive environment for all students, staff, and volunteers at High Point Academy. As a volunteer, you play a crucial role in supporting our educational community, and your adherence to these guidelines is essential.

General Principles

1. **Commitment to the Mission:** Understand and support the mission and values of High Point Academy, promoting a positive learning environment for all students.
2. **Respect and Integrity:** Treat all students, staff, and fellow volunteers with respect. Demonstrate integrity in all your actions and decisions.
3. **Professionalism:** Maintain a professional demeanor at all times. Dress appropriately for the school environment and adhere to any specific dress code guidelines.
4. **Confidentiality:** Respect the confidentiality of all students and staff. Do not disclose any personal information or concerns outside the appropriate school channels.
5. **Safety and Welfare:** Prioritize the safety and welfare of all students. Report any concerns regarding student safety or well-being to a staff member immediately.

Responsibilities

1. **Attendance and Punctuality:** Arrive on time for your scheduled volunteer activities and notify the school in advance if you are unable to attend.
2. **Engagement:** Actively engage with students in a positive and encouraging manner. Be approachable and supportive, fostering an inclusive atmosphere.
3. **Supervision:** Always follow school policies regarding supervision. Never leave students unsupervised, and ensure that you understand your role in any activity.
4. **Communication:** Maintain open lines of communication with teachers and staff. If you have questions or concerns, address them promptly and appropriately.
5. **Training and Guidelines:** Participate in any required training sessions and adhere to the guidelines provided by the school regarding volunteer activities.

Prohibited Conduct

1. **Inappropriate Behavior:** Avoid any behavior that could be perceived as inappropriate, including but not limited to inappropriate language, physical contact, or discussions of personal matters.
2. **Substance Abuse:** The use of alcohol, drugs, or tobacco is strictly prohibited during volunteer hours and on school premises.
3. **Discrimination and Harassment:** Any form of discrimination, harassment, or bullying is unacceptable. Treat everyone with dignity and respect.
4. **Personal Gain:** Volunteers must not use their position for personal gain or to promote personal business ventures.

Disciplinary Actions

Failure to adhere to this Code of Conduct may result in disciplinary actions, including the possibility of termination of volunteer status.

Acknowledgment

By signing below, I acknowledge that I have read and understood the High Point Academy Volunteer Code of Conduct and agree to abide by its terms.

Volunteer Name: _____

Signature: _____ Date: _____

Thank you for your commitment to making High Point Academy a positive and enriching environment for our students!