



## **BOARD REGULATIONS for SCHOOL PARTICIPATION**

The Board of Directors recognizes that parent/guardian involvement is a valuable contribution to the school's educational programs and increases the school's effectiveness in accomplishing its mission.

Parents/Guardians are encouraged to support and/or become involved as volunteers, chaperones, sponsors, etc.... etc. The Campus Principal and other Administrators will appoint volunteer duties to assist the school and its students as needed. The Campus Principal will direct orientation and campus duty descriptions for all volunteers.

Through partnership with the school; parent/guardian involvement not only supports, but enhances the educational opportunities for Advantage Academy students. Only cooperative opportunities which meet the goals, objectives and needs of Advantage Academy and its educational programs will be permitted.

Prior to service, as required by law, all volunteer applicants must provide information to the school that will lead to an application approval, which shall include an acceptable result from the required Background Check, Criminal History Search and Public Sex Offender Database Search.

Approved volunteers are subject to the oversight and administrative management of Campus Administrators, the School District, Superintendent and School Board of Directors.

Approved volunteers shall receive a copy of this **Board Regulations for School Participation** policy as well as the **Raptor Access Requirements and Approved Activities for Visitors and Volunteers** document which includes necessary information to familiarize each with the procedures governing their school participation, service and activities.

Campuses and the School District will maintain an "Approved Volunteer Listing." Only persons on the approved list may assist, participate and/or serve the school and its students in any capacity. Updated listings are distributed on a regular basis.

The Superintendent in conjunction with the School's Board of Directors will review and revise these regulations each school year, as necessary.

### **ETHICS**

**RESPECT FOR AUTHORITY** A School Volunteer shall respect the authority of School Administrators, classroom teachers and other applicable school leaders.

**CONFIDENTIALITY** A School Volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but designated school staff who have a need to know.

**OBJECTIVITY** A School Volunteer shall not let his/her personal feelings enter into his/her duties in a school activity/event or relations with students and school employees.

**IMPARTIALITY** A School Volunteer shall favor no one side or party more than another in all school situations.

**DEPENDABILITY** A School Volunteer shall be responsible for his/her scheduled times and must notify Campus Administrators if he/she is not able to meet a commitment.

## **BASIC REQUIREMENTS**

### **All Volunteers Must:**

- Have a student(s) currently enrolled at Advantage Academy.
- Be the Parent, Legal Guardian or Grand Parent of the enrolled student.
- Be 21 years of age.
- Be familiar with the school's expectations for Volunteers by consulting all applicable policies and associated documents.
- Report to the office to sign in and out (each visit).
- Display raptor generated **Volunteer** identification badge at all times while volunteering, chaperoning, assisting or participating in school activities/events.
- Follow all directives provided by Campus Administrators, event/activity leaders or club sponsors and abide by all district policies and procedures.
- Adhere to all "Board Regulations for School Participation" standards as outlined. Ethics, Basic Requirements, Expectations and Guidelines and Payment Transfer Stipulations.
- Communicate with Campus administrators, teachers, and activity/event sponsors/leaders to ensure clear expectations, task assignments and feedback on assigned activities.
- Cooperate and work in collaboration with Campus Administrators, teachers, school employees and event/activity sponsors/leaders. *When possible, the Campus Principal will match volunteer commitment and talent with available tasks.*

## **EXPECTATIONS and GUIDELINES**

### **Procedures for Approved Volunteers**

- For Safety Purposes: Volunteers are restricted to the general area of the campus activity/event that they have been assigned;
- Due to Confidentiality Laws: Volunteers may not take pictures or video-tape students, school employees or school facilities;
- Never disrupt classrooms while classes are in session. Never disturb employees in the main office during the performance of their duties;
- Never be involved with **Testing, Grading, or Disciplining**. By School policy, these responsibilities can only be carried out by school employees;
- Not invoke any level of discipline on students of the school;
- Use of cell phones should be limited while at school assisting or participating in an activity/event;
- Model the behaviors expected of AA employees at all times and set a good example for students;
- Dress appropriately for the duties assigned. Provocative dress will not be allowed. Jeans are only appropriate on Fridays or approved work days;
- Actively supervise and keep an accurate check on students assigned to you during your volunteer/chaperone assignment;
- Report any student behavior problems or inappropriate conduct to Campus Administration or appropriate teacher as soon as possible;

- Never bring small children, student siblings or other persons along while providing assistance or performing duties for the school as a volunteer; and
- Never possess or use alcohol, tobacco, illegal drugs or weapons of any kind while on school property or during any school activity off school property.

### **PAYMENT TRANSFER STIPULATIONS**

School Policy dictates that volunteers may not participate in cash, credit card or payment transfer responsibilities of any type or for any reason. Policy includes goods sold or services rendered by or through the school. Internal control practices do not allow school volunteers to perform the following duties (list is non-inclusive):

- Receive or deposit payments
- Manage payment transactions
- Record payments to receivable records
- Issue receipts or refunds
- Handle returns or exchanges
- Reconcile receipts to deposits and the general ledger
- Bill for goods and services
- Distribute payroll or other checks

### **IN GENERAL**

All School Participation applicants must complete the appropriate application and include all required information. Incomplete applications as well as those submitted without proper identification will not be processed or reviewed for approval. The school reserves the right to deny or otherwise not approve any application based on the information provided by the applicant and/or the results obtained from the application background check.

Advantage Academy is under no obligation to make available to the applicant the reasons for denial or non-approval; however, denied applicants will be provided the opportunity to clarify negative information or situations. Furthermore, upon written request, denied applicants may obtain the name of the reporting agency as well as the nature and substance of the criminal record information that was deemed to adversely affect the decision to approve an application. It will be the applicant's responsibility to have any discrepancies or derogatory information corrected and/or removed from their record, after which they may re-apply.

Actual background information received from the TXDPS and other agencies will not be discussed with the applicant. No appeals process exists for school volunteers or basic participation.

***No person shall be granted access to students, property or information based solely on a clear background check or approved participation application. A real need or school sanctioned and district approved purpose for the person's involvement or presence on campus or with AA students must exist.***

***A new Volunteer application must be completed each school year and must be on file with the campus before duties are assigned.***

***The school reserves the right to revoke application approval at any time and for any reason. Failure to adhere to School Administrative direction(s) or any district or campus policy or procedure; dereliction of duty; or other volunteer impropriety may be cause for revocation of application approval.***