



# THE CLASSICAL ACADEMY

Dear TCA Volunteer,

On behalf of the students and staff of The Classical Academy, we wish to express our sincere appreciation for your willingness to volunteer your time so generously.

As you know, students, staff, and parents here at TCA enjoy a warm, caring community that fosters the highest standards of academic, social, and emotional growth. The efforts of volunteers like you are a vital part of that community.

In an effort to further ensure the safety of our students, TCA and Academy School District 20 require that all field trip and classroom volunteers complete a background check and confidentiality agreement prior to chaperoning or working with our students.

We know your time is valuable, and your willingness to contribute some of that valuable time to TCA shows your commitment to the well-being of your child and all our students. The contribution of your time really makes a difference in our students' educational experience.

Please complete the attached forms and return them to your student's teacher or the front office manager two weeks prior to your first intended volunteer date..

Thank you again; we sincerely appreciate the gift of your time, talents, and treasure.

Sincerely,

The Classical Academy Administration

The Classical Academy  
Volunteer Guidelines

Confidentiality of Student Records

In accordance with The Classical Academy /Academy School District 20 Policy JRA/JRC [7910], all student records are considered to be of a confidential nature and all TCA staff and volunteers needs to 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 building 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](http://www.asd20.org).

The Classical Academy 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.**

**Volunteers do not transport students from classrooms without the supervision of a TCA staff member.**

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	Child abuse reports
Department of Human Services (DHS) Reports	504 Evaluations
Disciplinary Files	Special Education Records
Permanent School Records (cum files)	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.

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Name (Print)

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Signature (Date)

## The Classical Academy Volunteer Application Form

### APPLICANT TESTIMONY – RELEASE FOR VERIFYING BACKGROUND INFORMATION

As a condition for volunteering at The Classical Academy, a Colorado Bureau of Investigation (CBI) review is required. Please note that some volunteer opportunities may require fingerprinting. To conduct this review, it is mandatory to provide your date of birth.

I hereby certify that the information contained in this Volunteer Application Form is true and correct to the best of my knowledge. I agree to have any of the information checked by the school. I authorize the references listed, as well as any other individuals whom the school contacts (including my current employer, former employers, and any government or law enforcement agency), to provide The Classical Academy any and all information concerning my previous or current employment. I understand that if I limit the school's right to contact persons/organizations deemed necessary by the school, 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 the school or any of its agents, staff members, or representatives for purposes related to this form or my request to volunteer. If I feel there are errors or inaccuracies in my FBI/CBI record, I will contact a Human Resources representative. **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 The Classical Academy.** I understand these forms are kept on file and will remain the property of The Classical Academy.

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SIGNATURE DATE

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(Print) LAST NAME FIRST NAME (legal name) MIDDLE NAME

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BEST CONTACT PHONE NUMBER E-MAIL

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DATE OF BIRTH SOCIAL SECURITY NUMBER

**Notice of Nondiscrimination**

*In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and district administrative policy AC (Nondiscrimination/Equal Opportunity), The Classical Academy does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.*

*The following person has been identified as the compliance officer for The Classical Academy:  
Cheryl Birkey, Compliance & Non-Discrimination Specialist  
The Classical Academy, 975 Stout Road, Colorado Springs, CO 80921 719-484-0091*

<b>Human Resources Use Only:</b>		
Background Check:	Fingerprints: Yes      No	
CDE: Clear?	CBI: Clear?	Clear?

**The Classical Academy  
Volunteer Application Form**

*Written response received  
from volunteer?*

**YES**

**NO**

**APPLICANT TESTIMONY – BACKGROUND REPORT**

The Classical Academy requires all volunteers to submit a BACKGROUND REPORT FORM and APPLICANT TESTIMONY certifying that the volunteer HAS or HAS NEVER BEEN convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). 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. The school 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:**

**M.I. :**

- |   |     |    |
|---|-----|----|
| 1. Have you ever been convicted** of a felony?  | YES | NO |
| 2. Have you ever been convicted of a misdemeanor other than minor traffic violations?   | YES | NO |
| 3. Have you ever been convicted of a DUI?   | YES | NO |
| 4. Have you ever been convicted of a sex or drug-related offense?   | YES | NO |
| 5. Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense or has any court entered a deferred sentence or deferred judgement against you? | YES | NO |
| 6. Have you ever been placed on probation?  | YES | NO |
| 7. Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child?   | YES | NO |
| 8. 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 |
| 9. Have you ever had any professional licenses ( <i>including teaching certificates/licenses</i> ) suspended, annulled or revoked <i>in any state or country</i> ?                    | YES | NO |
| 10. Have you ever been dishonorably discharged from the military?   | YES | NO |
| 11. Have you ever been involuntarily terminated from any employment or asked to resign from employment?   | YES | NO |
| 12. Have you ever been non-renewed or refused a continuing contract?  | YES | NO |
| 13. 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 a 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.

**LAST NAME**

**FIRST NAME**

**MIDDLE NAME**

**The Classical Academy  
Volunteer Application Form**

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First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
(Legal Name -e.g. Joseph, NOT Joe)

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I am applying to volunteer at (please check campuses applicable to you):

Central Elementary  East Elementary  North Elementary  Cottage School  Junior High  
 High School  College Pathways

I am a: (Choose all that apply)

Parent/Legal Guardian  
 Grandparent/non-parent/friend  
 Other, please explain \_\_\_\_\_

I will be: (choose all that apply)

volunteering regularly (at least once per week)  
 Curriculum Days/Special Events  Theatre/Drama/after school  
 Field trip volunteer  Mountain Lab volunteer  
 Other, please explain \_\_\_\_\_

**\*Non-parent volunteers are required to pay \$5.00 for the initial Background Check. Please provide payment to the office manager when submitting your application. Non-parent volunteers are also required to have their fingerprints completed at a TCA approved vendor. Non-parent volunteers may not volunteer at the campus(es) until fingerprint results are received and cleared by TCA HR. Fingerprints are \$54.50 and paid for by the applicant, not reimbursed by TCA. Fingerprint instructions will be sent after the initial background check is completed.**

**\*Mountain Lab overnight chaperones are required to complete a background check and fingerprinting. Fingerprints are \$54.50 and are paid for by the applicant. Chaperones are not allowed to participate at Mountain Lab until fingerprint results are received. Fingerprint instructions will be sent after the initial background check is completed.**

## The Classical Academy

Student(s) Name(s):	Current Campus:	Teacher's Name and grade:

**REFERENCES:** List three non-relation character or professional references we can contact:

Name:	Phone Number:
Relationship to applicant:	Email:
Name:	Phone Number:
Relationship to applicant:	Email:
Name:	Phone Number:
Relationship to applicant:	Email:

# The Classical Academy

## VOLUNTEER GUIDELINES 8/18/2022

On behalf of the students and staff of The Classical Academy, we wish to express our sincere appreciation for your willingness to volunteer your time so generously. As you know, students, staff, and parents here at TCA enjoy a warm, caring community that fosters the highest standards of academic, social, and emotional growth. The efforts of volunteers like you are a vital part of that community. In an effort to further ensure the safety of our students, TCA and Academy School District 20 require that all field trip volunteers, and classroom helpers complete a background check and confidentiality agreement prior to chaperoning or working with our students. The following guidelines are intended to provide you with a summary of some of the important information and expectations that you will need to follow in order to volunteer at TCA.

### **Safe Interaction with Students:**

All interaction with TCA students, staff and volunteers should be professional and focused on teaching and learning.

These guidelines are provided for the protection of everyone involved and must be followed by volunteers:

#### **DO:**

- Exemplify the Titan's Creed in all your interactions.
- Avoid being alone with students. If alone with a student, be visible and in an open location.
- Treat all students in the same manner.
- Maintain appropriate boundaries between volunteer and student. No physical contact with students unless for Health or Safety reasons.

#### **DO NOT:**

- Take students on private outings
- Initiate social activities with students
- Transport students alone
- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendo that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Share personal religious or political beliefs
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and personal nature with students
- Provide your contact information to any student or ask for the phone number of any student

## The Classical Academy

### VOLUNTEER GUIDELINES 8/18/2022

**SUPERVISION:** School volunteers always work under the direct supervision of school staff. Volunteers are never to be alone with a student.

**DISCIPLINE:** Students rarely misbehave while working with volunteers. However, our schools have detailed plans to address behavior concerns. The responsibility for discipline rests with our professional staff. Volunteers may not discipline students. Please make the teacher/staff aware of any discipline issues that arise while you are working with a student or on campus.

**REPORTING OF ABUSE:** If a child confides in you any information of a personal nature that may be construed as possible abuse, you are obligated to report this information to the staff member for whom volunteering and the school principal. They are prepared to follow up with the appropriate referral or reporting agency.

**PERSONAL BELIEFS:** The school respects and values each family's beliefs and religious doctrines. Volunteers may not advocate or endorse any personal or religious beliefs to a student.

**STUDENT DISMISSAL:** Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving.

**MEDICATIONS:** Medical treatment for any student is the responsibility of the school nurse or other designated TCA staff member. Volunteers may not administer medication to a child. If a student becomes ill, follow the school's procedure with regard to notifying the teacher and taking the child to the nurse.

**INFECTION CONTROL:** Please remember that hand washing is the most important way to prevent the spread of infection. Hand sanitizing stations are also available throughout the school. During the course of your volunteer assignment, do not expose yourself to blood or other human body fluids. If a student has a medical emergency, call the teacher. In the case of a bloody nose, direct the student to hold and cover his own nose with a tissue. Staff has been trained to deal safely with these situations.

**PHOTOGRAPHY:** Before taking a student(s) photograph, ask the teacher for permission TCA is accountable to ensure the proper parental permission is on file.

#### **CODE OF ETHICS FOR VOLUNTEERS:**

1. Classroom and student work is always confidential. Please do not discuss student problems with anyone except the teacher.
2. Try not to compare students within the classroom.
3. Work positively for the good of the school. Constructive criticism should be directed only to the supervising teacher or school administrator.



**The Classical Academy**

**VOLUNTEER GUIDELINES 8/18/2022**

**ACKNOWLEDGEMENT OF RECEIPT**

I have received a printed copy of The Classical Academy Volunteer Guidelines dated 8/18/2022. I understand that my adherence to The Classical Academy Volunteer Guidelines is paramount to my ability to successfully volunteer at The Classical Academy, and that violation of any the volunteer guidelines may result in revocation of my TCA volunteer privileges.

Volunteer's Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_