



**Volunteer Handbook for
UNION ACADEMY**
Challenge. Character. Community.



WELCOME...

From the Headmaster

Welcome to Union Academy! Our school was founded in the year 2000 by a group of parents and educators who envisioned a school that would be a collaborative effort that involved the whole family and the whole community in the education and development of the whole child.

A primary founding principle was parent involvement in the education of students. Our UA families provide the skill, work, creativity and many gifts that are the lifeline to the success of our school. All Union Academy parents (families) are expected to contribute a minimum of sixty (60) hours of volunteer time each year per the school's Partnership Agreement.

This booklet is designed to guide you in your efforts as you explore and plan your volunteer activities for the school year.

On behalf of the Board of Directors, staff, and students, I want to thank you for your interest and involvement with Union Academy.

Sincerely,

Ann Walters

Dr. Ann Walters, Headmaster

Our Mission

Union Academy is a K-12 preparatory school dedicated to educating the whole child, providing **challenging**, high quality instruction, strong **character** development in all of its students, and collaborative family and **community** involvement.

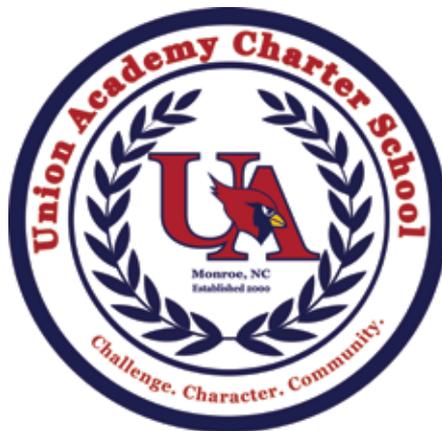
Our Vision

Union Academy is a pathway by which children mature into confident young adults who are highly prepared and motivated to make positive contributions to their local and global communities.

Our Values

As a school of **Challenge**, **Character**, and **Community**, Union Academy places great value on:

- high standards and expectations for academic achievement and continuing education;
- high standards and expectations for character and personal integrity;
- school as a community of students, teachers, families, and friends;
- commitment of service to others.



WE ARE UA!

A CLOSE-UP LOOK

About

Union Academy (UA) is a tuition-free public charter school located in Monroe, North Carolina just 18 miles east of Charlotte. The school was founded in the year 2000 as a K-4 school. One grade was added each year until reaching grades K-12. The first graduating class of seniors was in 2009. Over 1,400 students from Union and surrounding counties receive a high quality education at UA. Admission is determined through an annual lottery. It is common to have at least 1,500 students on a waiting list for admission each year.

Accreditation

The strengths of Union Academy's operational and instructional practices are evidenced through accreditation by the AdvancEd (formerly known as the Southern Association of Colleges and Schools Council on Accreditation and School Improvement) and by the North Carolina Department of Public Instruction. In addition, the Union Academy charter was recently renewed through the year 2025 by the NC State Board of Education.

Achievement

The truest measure of a school's success is if all students graduate prepared to do whatever it is they choose to do and they are given the opportunity to reach their goals. Union Academy's most recent graduating class received more than \$4.6 million in scholarships. Our graduation rate hovers around 100 percent every year and more than 95 percent of our graduates apply for and are accepted into colleges and universities.



...AT UNION ACADEMY

Character Education

Union Academy strongly believes that along with a challenging academic program, character development and community involvement are essential for our students' success. Much of our curriculum, enrichment activities, and events are developed around character traits that make our Union Academy a unique school that others aspire to be a part of and admire. We take pride in the fact that all UA students participate in service learning projects and community service opportunities. As a matter of fact, our high school students are required to contribute and document at least 105 hours prior to graduation.

Organization

Union Academy is divided into a lower and upper campus located at different sites. The lower campus houses grades K-4, while the upper campus is home to grades 5-12. A fifteen-member appointed Board of Directors is the governing body of the school. Three principals, under the guidance and supervision of the headmaster, oversee the operations and instruction of the lower school (grades K-4), middle school (grades 5-8) and high school (grades 9-12). Families are an integral part of UA and play a huge role in the success of the school. The three guiding principles of UA are challenge, character and community.

Funding

Union Academy is a tuition-free public charter school and is operated as a private nonprofit 501(c) (3) corporation. UA receives local, state, and federal government funding but at a lower level than traditional public schools are funded in Union County and North Carolina. Charter schools in North Carolina are not allowed a share of the local capital funds that traditional public schools receive that allow them to build school facilities and make repairs. Charter schools must provide their own buildings and make repairs. Union Academy has a very active Union Academy Foundation that assists in fund-raising for this purpose as well as has very dedicated and generous individual supporters and benefactors who have been willing to help. There are many capital needs that are set as priority goals for the near future.



VOLUNTEERING...

the UA way

UA Partnership Agreement

Union Academy believes that education takes place both at home and at school and that parents should be active partners in the education of their children. The Partnership Agreement will be signed at the time of admission into Union Academy and will be in effect the entire time the student is enrolled.

The Union Academy Partnership Agreement states that Union Academy expects a service contribution to the school a minimum of 6 hours per month or 60 hours per year.

Demonstrating respect for this contract is a clear requirement of Union Academy's original charter. If one family fails to meet its obligation, additional responsibility is placed on other families to get the work done.

Opportunities

UA Parent Service Teams

Parent Service Teams assist in organizing and coordinating family volunteer efforts. Parents, guided by our thirteen Service Team Leaders, who also compose the school's Parent Council, are able to find ways to volunteer the sixty hours expected per the school's Partnership Agreement in a variety of ways and at a variety of times to suit their schedules. Up-to-date Service Team Leader names and contact information are located on the UA website: www.unionacademy.org.

Volunteer opportunities including service team meeting announcements, team activities, and special volunteer needs appear in the weekly UA Newsletter throughout the school year. The newsletter is emailed to all families and is available on our website. Thousands of hours of opportunities are available during the school year, and reading your UA Newsletter to stay informed will help you find ideas for ways to get involved.

PARENT SERVICE TEAMS...

Descriptions

Activities Team: This team supports the Activities Departments by helping “make it happen” by providing volunteers to plan, organize, and carry out our many activities. Special events like the Boo Bash, Talent Show, Community Carnival and other school-wide events as well as students’ activities such as Spring Fling, Socials, Bingo Night, Field Day, Field Trips, Community Service Projects all are a part of helping with this team. The team also helps plan, advertise and assist onsite during UA Family Restaurant Nights at CiCi’s, Showmars, Kate’s Skate, etc. If you like event planning, working behind the scenes, or being on hand for whatever is needed, this is the team for you. Time Requirements: During and after school hours (GREAT FOR WORKING PARENTS)

Cardinal Athletics Club: The Union Academy Cardinal Athletics Club is established to support the sports program at Union Academy by assisting the school’s athletics and activities staff and administration. Realizing that such programs are costly, the Cardinal Athletics Club offers financial support of school programs so that all students will have the opportunity to participate. Time Requirements: During and after school hours (GREAT FOR WORKING PARENTS)

Catered Lunch Team: The Lunch Support Team serves catered lunches at both campuses. Time Requirements: School hours



Character Education Support Team: “At Union Academy, we do the right thing, even when no one is looking.” The Character Team is a character think-tank, aiming to support family and school efforts to model and teach good character. Planning the annual Parent Character Night in August is one of the character team’s main endeavors. Among other things, this team will research materials for our character library, suggest guest speakers, and assist with school character assemblies and programs. Time Requirements: During and after school hours (GREAT FOR WORKING PARENTS)

Classroom Volunteers/Room Parents: Classroom volunteers and room parents assist teachers in and out of the classroom with such activities as making copies, helping with lunch, planning campus celebrations, acquiring classroom supplies, reading to students, and helping with field trips. Time Requirements: School hours primarily - some after school hours needed for planning celebrations, acquiring supplies, and making classroom phone calls

Facility and Grounds Team: The Facility and Grounds Team assists with interior and exterior improvements and maintenance of both campuses. This team helps with such things as facility maintenance, Saturday cleanups, planting seasonal flowers, cutting grass, and moving large items. Time Requirements: During and after school hours (GREAT FOR WORKING PARENTS, GRANDPARENTS AND RETIREES)



PARENT SERVICE TEAMS...

Descriptions Continued

Foundation Office Support Team: This team needs a variety of talents! Volunteers assist with various events including the Ultimate Charity Auction, Annual Appeal, Annual Oyster Roast, and Community Carnival concessions. If you like to coordinate or work with events, this is the team for you! Time Requirements: During and after school hours (GREAT FOR WORKING PARENTS)

Health Room: We are looking for health professionals that are Certified First Responders, Medics, EMTs, Licensed Practical Nurses, Registered Nurses, Nurse Practitioners, Physician Assistants, or Physicians. This service team will assist the health room with different tasks including: filing, documentation, first aid, triage, and emergency response. Time Requirements: School hours primarily

Hospitality Team: This team organizes teacher appreciation activities and monthly staff luncheons, recognizes teacher birthdays, writes thank-you notes, and organizes refreshments, baskets, and greeters for special occasions. Time Requirements: During and after school hours (GREAT FOR WORKING PARENTS)

Media Center: The Media Team supports the Media Center with daily volunteers. This team also helps with special Media Center events, such as book fairs and author luncheons, and decorates the Media Center with seasonal themes. Time Requirements: School hours primarily

Proctors: Provides proctoring assistance during the End-of-Grade and End-of-Course tests in the Spring. Time Requirements: 4 hours a day during testing

Red Rockets Closet: Housed at the Lower Campus and allows parents to swap gently used clothes. Time Requirements: Varies

Technology Team: Assists with the installation and maintenance of UA's computers and network in the offices and classrooms. The UA computer network is a Windows environment. This team replaces and installs new cables/wireless and upgrades to existing systems, assists in computer software and hardware maintenance. A strong technical background is helpful, but not required. The non-technical team members can assist by moving equipment and inventory efforts and doing minor software updates/removal. Time Requirements: School hours, Campus Cleanup Days

REPORTING AND RECOGNIZING VOLUNTEER HOURS

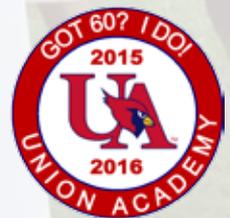
Reporting Hours: Every Union Academy family is expected to report volunteer hours throughout the school year. You can count hours spent on a task by you or your family members (grandparents, aunts, uncles, etc.) in support of events or programs of the school: service team activities and meetings, volunteering at special events, teacher and staff support, volunteering at Union Academy sporting events (admissions, concessions, direct parking, transportation designated by a coach, and other volunteer requests by the department). Attending a sporting event or practice does not count toward volunteer hours.

To report hours, each family needs to fill out a Union Academy Family Hours Reporting Form on the Union Academy website. To access the forms, choose the Volunteers menu, then click on Family Volunteer Report Form. Submit the completed form each month noting your activities for the current month. This is the only way Union Academy documents hours. Only hours reported online by you will be documented. If you need online access or assistance, help is available at the front desk at both campuses.



Recognizing Hours: We like to recognize those families who have reached their volunteer obligations. The names of all families who have reported at least 30 hours are published in the UA Newsletter in January and those who have met their total annual obligation of 60 hours are published in June.

When volunteers reach 60 hours, they will also receive a UA Volunteer car magnet to display.



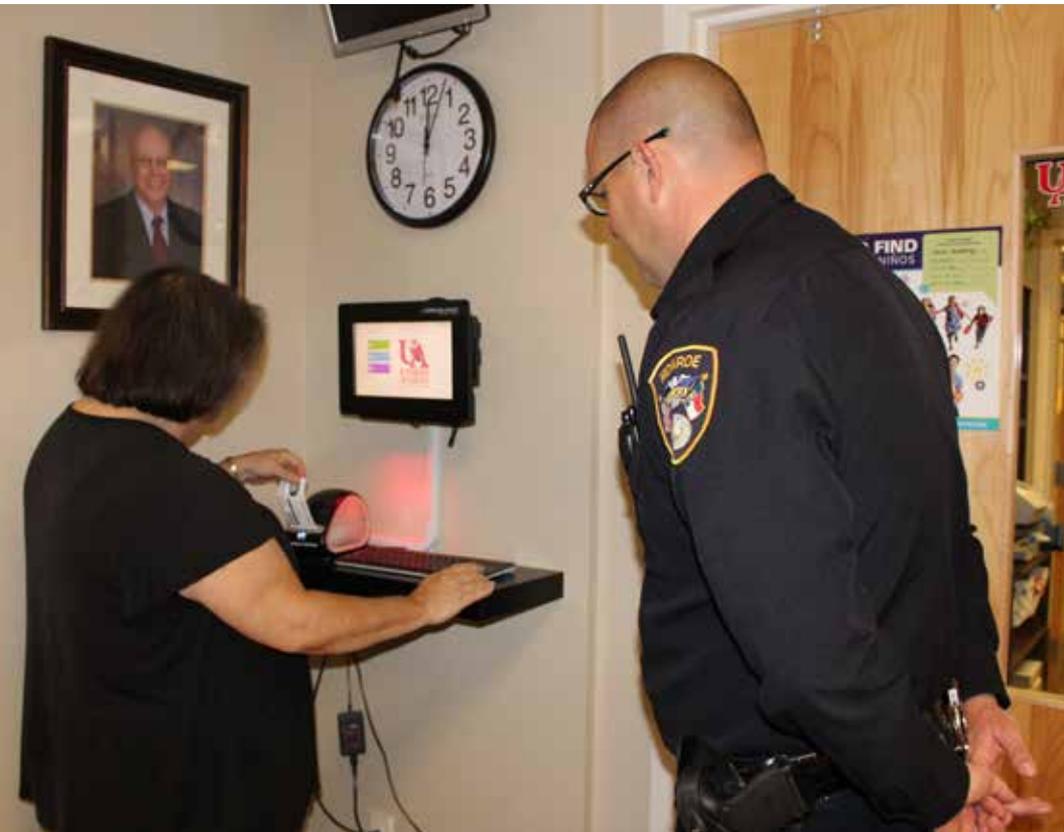
IT'S THE LAW...

Equal Opportunity for Volunteers

Union Academy welcomes and encourages volunteers in our schools and activities. In compliance with Federal Law, UA administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability. These equal opportunity practices are extended to all UA volunteers.

Criteria for Exclusion from Volunteering

Union Academy uses software called Lobby Guard that is a screening process for criminal activity for all visitors on both campuses. All volunteers are required to check in through Lobby Guard set up in the school lobby. This screening process will issue you an identification badge to wear throughout your time on the campus. We also reserve the right to conduct a more thorough criminal records check at any time on any volunteer with the school.



Any person convicted of the following is excluded from volunteering with Union Academy:

- Any felony offense in the previous 12 years.
- Any misdemeanor (classified greater than a Class 3) offense within the last five (5) years, two (2) misdemeanor offenses (of any classification) within the last ten (10) years and complete exclusion for three (3) or more misdemeanor offenses (of any classification).
- Three misdemeanors older than 12 years will be considered on a case-by-case basis.
- Felony convictions older than 12 years will be considered on a case-by-case basis. The Human Resources Director and Headmaster will confer with the school's Attorney, Courts, NCDPI, and legal authorities in making a determination regarding volunteer approval. Two (2) felony convictions, no matter how long ago, will exclude an individual from volunteering.
- Any sexual crime, crime against nature, violent crime and/or crime against a child or minor.
- Any DWI conviction will result in an inability to transport children in any capacity.
- Any other criminal or civil history which, in the judgment of the Headmaster and/or the Human Resources Director, is deemed necessary to protect the students and employees of Union Academy.
- All offenses will be classified under the statutes of the State of North Carolina, regardless of where the offense occurred.
 1. Pleas of no contest or as part of a deferred prosecution or Prayer for Judgment Continued (PJC) will be considered convictions.
 2. Pending charges will be reviewed on a case-by-case basis. Felony and misdemeanor (classified greater than a Class 3) charges will result in an exclusion until a judgment is entered.
 3. The criminal records check is an ongoing process and subject to review and change at any time.

VOLUNTEER THE UA WAY!

School & Classroom

Make Copies
Serve Lunches
Read to Students
Chaperone Field Trips
Help in Health Room
Prepare Food for School Events
Donate Classroom Supplies
Classroom Assistance
Update Bulletin Boards
Plan Classroom Celebrations
Count Dress-Down Money
Donate Class Party Goods
Clerical/Office Help
Make Phone Calls
Serve as Room Parent(s)
Lottery Info Session Hosting
Coordinate Small Fund-raisers
Lead After-school Club
Parent Council Leader
Hospitality Team Functions
Take Photos at Events
Shredding Papers
Red Rocket Closet
Assist with Carpool

Media Center

Assist with Book Fair
Help with Special Media Events
Daily Operations Volunteer
Donate Books
Decorate the Media Center
Proctor EOG Testing
Sharpen Pencils for Testing
Proctor EOC Testing
Read with Students

Facilities & Grounds

Plant Flower Gardens
Paint
Trim Bushes
Pressure Wash
Heavy Lifting
Move Furniture
Emergency Snow Removal
Plant Grass
Spread Mulch
Saturday Clean-Ups
Donate Mulch & Hay
Repair Brickwork
Repair Building Damage
Weed Flower Beds
Prune Trees
Cut/Trim Grass
Simple Construction
Clean Out Gutters
Bobcat Work
Clean Blinds & Windows
Solicit Donations
Repair & Maintain Equipment
Clean up Debris

Assist at Special Events

Fall Boo Bash
Talent Show
Spring Community Carnival
Decorate for Prom
Chaperone Prom
Battle of the Bands
Dances & Socials
Bingo Night
Field Day
Spring CAC 5K
Ultimate Charity Auction
Graduation/Bridging Ceremonies

Activities Support

Assist UA Restaurant Nights
Assist with Kate's Skate Night
Organize Character Assemblies
Donate Materials
Join a Planning Committee
Parade Float Donations & Assistance
Help with Theater Clean-Up from Events
Chaperone Community Service Trips
Volunteer as a Character Speaker
Provide Security at Events
Cardinal Athletics Club
Serve as CAC Team Leader
Sport Games Admission
Sport Games Concessions
Football Chains Help
Direct Traffic
Serve as Team Parent
Clean Concession Stand
Support Athletic Staff
Volunteer at CAC 5K

Foundation

Join Ultimate Auction Sub Committee
Request Item Donations for Auction
Make Phone Calls
Sell Tickets to Events

UA FACTS & FIGURES...

Schools

Lower Campus Elementary School	K-4
Upper Campus Middle School	5-8
Upper Campus High School	9-12

Total Enrollment **1,395**

Lower Campus	468
Middle School	472
High School	455

Ethnic Make-up

White	77%
African American	8%
Hispanic	10%
Asian	3%
Other	2%

Economically Disadvantaged Students **12%**

Total Employees **179**

Licensed Employees **117**

(administrators, principals, teachers, etc.)

Non-Licensed Employees **62**

(custodians, clerical, teacher assistants, maintenance)

Number of 2015 High School Graduates **111**

Percentages of 2015 Graduates accepted into colleges **98%**

Four-Year College **72%**

Two-Year College **26%**

Other (Military, work) **2%**

Scholarships **\$4.6 million**

Four-year Cohort Graduation Rate **97.3%**

Drop Out Rate **0%**

Total UA Budget **Approx. \$10 million**

Per Pupil Expenditure **\$7,054**



UNION ACADEMY

Challenge. Character. Community.

Lower Campus

3828 Old Charlotte Hwy.
Monroe, NC 28110
704-283-5678

Upper Campus

675 N. MLK, Jr, Blvd.
Monroe, NC 28110
704-238-8883

Headmaster - Dr. Ann Walters

www.unionacademy.org

In compliance with Federal Law, Union Academy Charter School administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.