



BOARD REGULATIONS on SCHOOL PARTICIPATION for VOLUNTEERS, CHAPERONES and BASIC LEVEL APPLICANTS

The Board of Directors recognizes that parents/guardians, business and community members involvement is a valuable contribution to the school's educational programs and increases the school's effectiveness in accomplishing its mission.

Parents/guardians, business and community members are encouraged to 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/chaperones.

Through partnership with the school; parents/guardians, business and community members involvement not only supports, but enhances the educational opportunities for Advantage Academy students. Only cooperative opportunities which meet the goals and objectives of Advantage Academy's instructional programs will be permitted.

Generally

Volunteers, Chaperones, and Basic applicants are subject to the direction of district and campus administration.

Approved volunteers/chaperones/basic applicants shall receive a copy of **Board Regulations** which include necessary information to familiarize them with the procedures governing their service and activities. Approved applicants will also be provided a list of accessible activities based on their approval level and/or desired commitment.

Prior to service, as required by law, all candidates 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.

The District will maintain an authorized Volunteer/Chaperone and Basic Level Listing as approved. Only persons on the approved list may participate and/or serve the school in any capacity. Updated listings are distributed on a regular basis.

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

EXPECTATIONS

All Approved Applicants Must:

- Have a student 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 by consulting the AA Student/Parent, Secondary, and Student Code of Conduct Handbooks;
- Not be involved with **Testing, Grading, or Disciplining**. By School policy, these responsibilities can only be carried out by school employees;
- Use cell phones only in the case of an emergency while at school assisting or participating in an activity.
- Model the behaviors expected of AA employees at all times and set a good example for students;
- Dress appropriately for the position you are filling. Provocative dress will not be allowed. Jeans are only appropriate on Fridays;
- Actively supervise and keep an accurate check on students assigned to you during your volunteer/chaperone assignment;
- Not invoke any level of discipline on students, except in cases of imminent threat to one's self, the student or other's safety or well-being;
- Report any student behavior problems or inappropriate conduct to Campus Administration or appropriate teacher as soon as possible;
- Not take pictures or video-tapings of students or school employees. Prohibited due to Confidentiality Laws;
- Never bring small children, siblings or other persons while providing assistance or performing duties for the school as a volunteer/chaperone; 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.

PARTICIPATION ETHICS

RESPECT FOR AUTHORITY A volunteer/chaperone/basic level applicant shall respect the authority of school administrators and classroom teachers.

CONFIDENTIALITY A volunteer/chaperone/basic level applicant 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 volunteer/chaperone shall not let his/her personal feelings enter into his/her work as a school or activity volunteer.

IMPARTIALITY A volunteer/chaperone/basic level applicant shall favor no one side or party more than another in all school situations.

DEPENDABILITY A volunteer/chaperone shall be responsible for his/her scheduled times and must notify school administrators if not able to meet a commitment.

GUIDELINES

Procedures for all approved Volunteers/Chaperones/Basic applicants

- Report to the office to sign in and out (each visit).
- Display raptor generated **volunteer** identification badge at all times while volunteering, chaperoning or participating in school activities.

- Follow all directives provided by campus administrators, event/activity leaders or club sponsors and all district policies and procedures.
- Adhere to the Advantage Academy Volunteer/Chaperone and Basic Expectations and Ethics as listed above.
- Work in collaboration with campus administration and teachers. *When possible, the campus principal will match volunteer commitment and talent with available or needed tasks.*
- Cooperate at all times with campus administration, teachers, and other designated staff members.
- **(Volunteer/Chaperone)** Work under the direction of campus administration, teachers, and event/activity leaders.
- **(Volunteer/Chaperone)** Communicate with campus administration, teachers, and event/activity leaders to ensure clear expectations, task assignments, and feedback on assigned activities.

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/chaperones or basic participation.

A new Volunteer/ Chaperone or Basic 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 Administrative direction or any district or campus policy or procedure; dereliction of duty; or other impropriety may be cause for revocation of application approval.