



VOLUNTEER HANDBOOK

Table of Contents

Content	Page
Introduction to Volunteering	2
Flagstaff Academy Mission	2
Flagstaff Academy's Guiding Principles	2
Volunteering at Flagstaff Academy	2
Volunteer Coordinator & Contact Information	2
Who are Flagstaff Academy volunteers	3
You are essential to Flagstaff Academy	3
Volunteer Expectations	3
Health	4
Safety	4
Field Trip Chaperones	4
Expenses / Donations	4
Dragon Volunteer User Registration	5
Background Check Procedures	5
Scanning Name Tags	5
Logging Hours Remotely	5
Updating Registration Information	6

Introduction to the Volunteer Program

Thank you for volunteering at Flagstaff Academy!

Flagstaff Academy Mission

Our mission is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

Flagstaff Academy's Guiding Principles

- Provide a preschool through eighth grade Core Knowledge-based education with a hands-on science and technology focus, as well as attention to the arts
- Foster an environment that challenges students to achieve their academic potential
- Promote, value, and recognize academic achievement and creativity
- Respect the individual, classroom, school, community, and world

Volunteering at Flagstaff Academy

Flagstaff Academy encourages and supports community partnership through volunteerism in our school. We do this by reaching out to extended family members and to members of our community. Research indicates many positive outcomes for children when parents and community members volunteer and actively participate in their children's school. We welcome you to Flagstaff Academy and thank you for your willingness to partner with us in providing an excellent educational program.

Volunteer Coordinator

Our Volunteer Coordinator works with and supports our volunteers; manages the online volunteer registration program, and provides training for our volunteers.

Our Volunteer Coordinator may be reached from 8am-3pm, Monday through Friday.

Jeannie Torres

303-651-7900 x202

jtorres@flagstaffacademy.org

Who are Flagstaff Academy volunteers?

Flagstaff volunteers are parents, grandparents, alumni, retired citizens, college students, and other community members who are motivated by a desire to help our students and school be the best it can be. Our volunteers are any individuals who have time and talents to give regularly or on an as-needed basis.

You are essential to Flagstaff Academy!

We welcome you as a school volunteer and thank you for the important part you play in supporting our students. The purpose of this handbook is to provide you with general information and volunteer policies and procedures. Thank you for sharing your valuable time and talents with our students. You truly are an essential part of Flagstaff Academy's success!

Volunteer Expectations

Volunteering at Flagstaff Academy is intended to benefit both the school and the volunteer by developing and maintaining supportive relationships throughout the community.

- Read the Volunteer Handbook.
- Adhere to the Volunteer Agreement.
- Register online to volunteer.
- Follow school rules and policies.
- If the Front Office Kiosk is offline or you are volunteering away from school, please log your volunteer hours on our [Dragon volunteer website](#).
- Sign up for volunteer duties that you can realistically expect to fulfill.
- Dress appropriately. Appropriate dress is modest and safe. Closed-toe shoes are recommended for most volunteer opportunities.
- Conduct yourself in a friendly, courteous manner and do not show partiality toward any student.
- Discuss any questions or concerns with the teacher, principal or volunteer coordinator.
- Work under the supervision of the teacher or staff member for which you volunteer.
- Remain neutral in speech and actions with respect to religion and politics.
- Please do not promote businesses or organizations to students or staff.
- Support the teacher's methods and techniques
- Be dependable and on time.

Health

Please do not volunteer if you are ill or have a fever. If you are not able to fill an assignment, please contact the [Volunteer Coordinator](#) or [teacher/staff member](#) you are volunteering for and we will work to get your assignment rescheduled.

Safety

- Student safety is a high priority at our school. Therefore, you must always sign in as a volunteer using our kiosk at the front office before you begin your volunteer activity. Volunteer badges will be provided to individuals who have signed up to be a [Dragon volunteer](#). Volunteers must wear their name badges while in the building and during the duration of the activity. This will ensure that students and staff can easily identify you. Safety is vital to all of us, and will give our students the best possible school environment. We appreciate your cooperation!
- Please be aware of school safety procedures. In the event of a safety drill or emergency, please follow the school evacuation or lockdown procedures.
- Report any known or suspected child abuse immediately to an Administrator or staff member.

Field Trip Chaperones

Parents should other arrangements for their non-student children when they volunteer to go on field trips. Non-student children will not be permitted to go on field trips for the following reasons:

- Volunteers act as supervisors of the students, giving their full attention to their group of students when they accompany a field trip.
- Field trips are curriculum-based and age-appropriate.
- School liability insurance does not allow for coverage for non-students.

Expenses / Donations

At times, volunteers may donate items to the school or use their personal vehicles to run errands. Some of these expenses may be tax deductible. Please refer to the Internal Revenue Service's Publication regarding volunteer charitable contributions for detailed information.

Dragon Volunteer Software Management System

Dragon Volunteer User Registration:

Volunteer registration is on the Flagstaff Academy website. Under the quick links you will find the [Volunteer tab](#).

- Once you click on the [Register as a Dragon Volunteer](#) tab you will create a username (we suggest you use your email address) and password to begin the registration process

Background Check Procedures:

- Volunteers may be required to have a background screening. All volunteers supervising children without school staff present will have a background screening (for example, chaperones for middle school and 5th grade overnight field trips). Flagstaff Academy Administration reviews the results of the background checks.
- Background checks are conducted at the school's expense. All information provided in the authorized volunteer registration/application and all information received by the school through the volunteer background check and/or other sources, shall be considered and maintained as confidential information under the Colorado Open Records Act and not subject to disclosure except on a "need to know" basis as authorized by law

Scanning Name Tags:

- Scan your name tag upon your arrival and departure at the kiosk located in the front office area
- Wear your name tag at all times while volunteering
- Anytime you volunteer away from the school site, volunteer after hours, or the kiosk is down or not available, please log your hours online through our [Dragon Volunteer Site](#).
- If you need information on how to scan your name tag, please contact our Volunteer Coordinator.

Logging Hours Remotely:

Updating Registration Information:

- All volunteers should update their profiles each year during the summer. This includes any change of address and/or phone number

- To update your profile, please go to our [Dragon Volunteer Site](#)

Thank you for your volunteer service!

**FLAGSTAFF ACADEMY
VOLUNTEER CONFIDENTIALITY AGREEMENT**

Thank you for your interest in volunteering at Flagstaff Academy. Volunteers participate in many ways at Flagstaff Academy, from working with students to assisting with facility projects.

As an authorized volunteer at Flagstaff, you may have access to confidential student information, confidential student education records, financial information, and/or employee information in connection with your duties. Student information and education records include all records, files, documents, conversations, and any other materials that contain personally identifiable information on any student – including student grades. Financial and employee information includes personal, medical, and/or sensitive information regarding employees of Flagstaff Academy.

As a volunteer, you agree to maintain the confidentiality of all student information, education records, financial information, and employee information that you generate or to which you are given access as a volunteer. You agree not to disclose student education records or personally identifiable student information in such records to any person other than the school administrator(s) and/or teacher(s) with whom you may be working. You understand and agree that your failure to maintain the confidentiality of all student information, education records, financial information, and employee information to which you are given access may disqualify you from further service as a volunteer at Flagstaff Academy and could result in civil or criminal sanctions.

Thank you for your volunteer service and for your compliance with these important confidentiality requirements.

I do hereby give Flagstaff Academy assurance that I will comply with all school policies.