

THE CLASSICAL ACADEMY

VOLUNTEER GUIDELINES 2025-2026 SCHOOL YEAR

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
- Bring other children with you to your volunteer assignment

SUPERVISION: School volunteers always work under the direct supervision of school staff. Please follow the directions of the staff members in your volunteer role. Our staff members are responsible for the safety and education of their students, and it is important that they can rely on you to follow their directions for classroom volunteering. Volunteers are never to be alone with a student.

PROFESSIONAL DRESS: Please dress professionally and modestly. Our students wear uniforms and our staff members' dress standard is business casual. Please choose dress for your volunteering that is in keeping with the standard at school.

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.

CELL PHONE USAGE: Per Policy JICJ-TCA-B, students shall not access their phones from the start of classes until the student's day is over ("bell to bell"). Staff may utilize cellphones when students are not present and in emergency situations. As a volunteer, please only use cellphones when students are not present and in emergency situations.

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.

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ACKNOWLEDGEMENT OF RECEIPT

I have received a printed copy of The Classical Academy Volunteer Guidelines dated 8/14/2024. 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: _____