



CAPROCK ACADEMY

CHARACTER. ACCOUNTABILITY. ACADEMICS.

Caprock Academy Volunteer Requirements & Expectations

Volunteer Requirements

Our students' safety is a top priority. Every volunteer is required to complete and provide the school with a copy of their background check. Background checks must be completed every year and must be dated on or after July 1st. **Please note that we will only accept background checks from the Colorado Bureau of Investigation.** For your convenience, you can visit www.cbirecordscheck.com to complete this step online for \$6. Once you have obtained a copy of your record, you must attach a copy of your record to your volunteer application before you can volunteer.

Confidentiality & Conflict of Interest

The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidence and avoiding conflicts of interest are required of all who volunteer at Caprock Academy. While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to maintain confidentiality at all times. Any discussion regarding confidential information will be only in settings where such confidences can be maintained and not jeopardized.

Volunteer Expectations

- Volunteers WILL NOT discuss the names or any other information regarding students, teachers, staff or other volunteers with anyone other than the staff members' classroom or areas they are volunteering in.
- Volunteers are expected to provide the school with a yearly background check dated on or after July 1st.
- Volunteers are expected to schedule their volunteer time with their student's teacher and will only be permitted to stay for their scheduled time.
- There should be no discussion of the volunteer's student in the classroom. If you would like to discuss your student with their teacher, an appointment must be scheduled for a later date.
- If working with students directly, you are expected to assist any and all students, not just your own child.
- All persons involved in volunteering are required to inform the classroom teacher and/or office of potential conflicts.
- Volunteers are expected to dress with a strong concern for modesty.
- Volunteers are expected to not use their cell phone while volunteering. If an emergency situation arises that you must use your phone, we ask that you please step out of the building to do so.
- Volunteers are expected to make childcare arrangements for younger children prior to volunteering on campus. Younger children/siblings are not allowed in the classroom while volunteering.



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Volunteer Application Process

If you plan on volunteering this year, we ask that you please get your background check and that you complete our new Volunteer Application *as soon as possible*.

- **STEP ONE:** Visit www.cbirecordscheck.com to request your background check. Once you receive your results, save this to your computer or device. (You will need it later)
 - All background checks are reviewed by administration
 - The contents of your background check may disqualify you from volunteering.
- **STEP TWO:** Complete our Volunteer Application at www.caprockacademy.org. You will be asked to attach your background check during this process. Click the link below to apply.
 - <https://apps.raptortech.com/Apply/Njc0MDplbi1VUw==>
- **STEP THREE:** Wait for volunteer approval email from the school. Once you receive it, you will be provided with information on how to set up your Volunteer Portal Account.
- **STEP FOUR:** Setup your Volunteer Portal Account. Once this has been completed, you will be able to sign up for a variety of volunteer opportunities.

Questions? Please call the office at 970-243-1771.

Caprock Academy Visitor Requirements & Expectations

Visitor Requirements

Our students' safety is a top priority. Visitors are defined as parents/legal guardians, siblings, extended family of an enrolled student, caprock alumni, family of staff members and/or members of clergy. Minor friends of students are permitted to visit campus; however, they must be accompanied by a parent/guardian of the student being visited at all times.

Visitor Expectations

- All visitors **MUST** sign-in at the front office and present their valid state issued id.
- Visitors will be issued a Yellow Visitors badge and **MUST** be escorted at all times while on campus by a staff member or volunteer.
- Visitors, including younger children or siblings, may have lunch with their student during lunch time only. Parents/guardians are expected to always keep younger children/siblings under control.
- Visitors are expected to schedule class observations with their student's teacher and/or appropriate Dean of Students directly and will only be permitted to stay for their scheduled time. Please no drop-in observations.
- Visitors are welcome to join for special occasions such as History Day, or for special presentations as announced by the classroom teacher.
- Visitors are expected to dress with a strong concern for modesty.
- Visitors must be escorted back to the school office to sign out properly.

Questions? Please call the office at 970-243-1771.