



# Volunteer Handbook 2023-2024

## Volunteerism at Addenbrooke Classical Academy

Addenbrooke Classical Academy rests on a partnership between the school and families. Volunteering is a crucial element in that partnership. Addenbrooke Classical relies on volunteers throughout the school day and during other events sponsored by the school. One of the best ways to be involved is in helping with our community events such as the Mustang Mini Marathon, Fall Festival, Winter Service Project, and the musical performances.

The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs during the school day are primarily in assisting teachers with their administrative and supervisory tasks.

When possible, we ask that volunteers assume positive intent when working in the school environment. We are committed to keeping our kids safe and providing structure for our community that honors all stakeholders.

### Volunteer Expectations

#### Terms of Agreement

Volunteering is a privilege that may be revoked by the Principal or Assistant Principal if either believes there is a conflict of interest, a violation of confidentiality, or if there is not a good fit. If a volunteer's presence becomes a distraction to staff or students, that volunteer may be asked to limit his or her time at the school. **Volunteers must never be alone with a student.**

#### Be Involved

Addenbrooke (ACA) encourages all adults—parents, step-parents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of ACA's students, to act as mentors and tutors, and to instill in every student a love of learning. Volunteers work in conjunction with the faculty to ensure the most effective education possible for their children. To this end, volunteers are responsible for knowing and understanding the contents of Addenbrooke's Charter and are encouraged, but not required, to participate on school committees and provide other volunteer services.

#### Set a Good Example

Volunteers must be respectful in speech and deed with other volunteers, parents, students, and teachers. Adults set the tone of the school and it is crucial that all volunteers model good behavior and speech for students in particular.

#### Dress by Example

Volunteers should reference the school's dress-code when coming to help. We ask that no drug, political or alcohol items be worn. We work to develop a proud school culture.

#### Check In and Wear a Badge

All volunteers must enter through the main entrance, present their identification (which will be kept in the office until you leave), and sign in. Anyone wishing to go beyond the main office will have their ID run through our Raptor system for a quick background check and a badge will be issued, identifying that the volunteer properly checked in through the office. It is the responsibility of all staff members to help monitor the halls to ensure that all volunteers have properly checked into the office. Any individual who does not have an appropriate name badge will be asked to return to the front office to ensure that the proper procedure is followed.

#### Find the Right Fit

The teacher has the primary responsibility for student learning in the classroom, and the teacher's individual teaching style sets the tone for the classroom. Those who wish to volunteer in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with a volunteering style, the volunteer will either need to adjust his or her style or find a more compatible setting to volunteer within Addenbrooke.

### Be Prudent

Volunteers must model mature and respectful relationships with students, staff, and other parents at all times. There can be some tense and trying times when working with children, and keeping calm is crucial to the general culture and atmosphere of the school. It is the school's expectation that concerns about other parents and volunteers be addressed with the interested parties in a responsible and friendly manner.

## **Volunteer Policies**

### Maintaining a Culture of Sexual Abuse Prevention

It is incumbent on all volunteers, in harmony with the efforts of staff and faculty, to promote a culture that does not tolerate sexual abuse. Volunteers must never be alone with a student. Report any suspicious behavior to the principal, and to commit to handshakes rather than hugs as a form of greeting students. Staff has completed training available from the Ralston House on prevention and protecting students from Sexual Abuse and follows guidelines to keep kids safe and protect volunteers.

**Volunteers must never be alone with a student.**

### Restroom Use

Volunteers must use the single-user restroom there are two of these bathrooms in the facility. You will need to get the key from the front desk to use this facility. Under no circumstances should a volunteer use a restroom set aside for student use.

### No Cell Phones or Electronic Devices

Volunteering at school is a time to engage in the education of children. For this reason, volunteers are encouraged to limit usage of cell phones and other electronic devices during their time at the school.

### Photographs

Out of respect for the privacy of our families, parent volunteers should ask teachers or supervising adults if it would be okay to photograph or record while in their classroom/event. Please be respectful of the privacy of other students when sharing pictures or recordings on social media.

### Reporting Grievances

Any grievance or concern a volunteer has should reference the Pathways to Communication in the Student Handbook. Under no circumstance is it ever acceptable for a volunteer to confront a faculty or staff member about an issue when students are present or in a venue in which students may overhear or see such confrontation.

### Reporting Incidents

Volunteers have an obligation to report concerning situations or activities to a teacher or staff member.

### Off-site Volunteer Opportunities

Volunteers for off-site activities will need to have signed any relevant documents for the event, follow the guidelines set forth by the teacher, and ensure they provide a cell phone number for emergency contact. The safety of the students is the priority, and for this reason we ask that only the adult chaperon come on the trip. Younger siblings are not invited to participate in these off-site opportunities.

### Discipline

Volunteers must report discipline problems that might require discipline to the appropriate teacher or staff member. We understand that there are times when you need to set boundaries or expectations during a trip, however discipline should be left to the faculty of the school.

### Emergency and Drill Procedures

During fire drills and evacuations, all volunteers must remain with the teacher or group they are helping. If a volunteer is not with a class at the time of a drill, he or she must report to and stay with any teacher while the school takes attendance. To ensure the safety of everyone on campus, volunteers must be attentive and follow the instructions of ACA faculty and staff.

During emergency lockdowns or drills, volunteers must enter the nearest classroom and follow the procedures as directed by Addenbrooke faculty and staff. For safety and attendance purposes, volunteers must practice school emergency drills while on campus.

Receipt and Acknowledgement of the Volunteer Handbook  
2023-2024

The contents of this Handbook may be changed at any time at the discretion of the school.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Addenbrooke Classical Academy Volunteer Handbook.

I have received and read a copy of the Volunteer Handbook. I understand that the policies, rules, and procedures described in it are subject to change at the sole discretion of the school at any time. I have also watched and understood the video on the Family Educational rights and Privacy Act (“FERPA”).

I am aware that while volunteering, confidential information will be made available to me. I understand that this information must not be given out or used outside of the School’s premises or with non-Addenbrooke Classical Academy faculty and staff.

I understand that this Handbook replaces (supersedes) all other previous handbooks.

I further understand that volunteering is a privilege that may be revoked by the Principal or Assistant Principal if there is a conflict of interest, a violation of confidentiality, or if there is not a good fit.

I understand that, should the content be changed in any way, the school may require an additional signature from me to indicate that I am aware of and understand any new policies. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Volunteer Handbook.

Volunteer Printed Name \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff/Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_