



## VOLUNTEER STANDARDS AND AGREEMENT

The involvement of parents, volunteers and others in the community who serve as school resources is a fundamentally important component of the success of Navigator Pointe Academy. To promote the education philosophy and programs of the school, to support the professional staff, and to enhance each student's academic and personal growth, the following guidelines have been established for school volunteers.

The protection and confidentiality of our students, staff and facilities is very important. In order to be considered as a volunteer, the following guidelines and requirements must be agreed to:

### School Volunteers:

- Schedule an opportunity through the school website under "Volunteer".
- **Dress appropriately and professionally** (consider our students in uniform and the professional dress of the staff)
- Sign-in at the front office and wear an identification badge provided by the school. Volunteers will be expected to leave keys with the front office throughout the duration of their assigned task.
- Should not bring food and drinks (other than water). **GUM is not acceptable anywhere on school property.**
- **will keep cell phones on vibrate/silent and out of sight. Photographs or videos of students, staff, educational materials and student work is prohibited by anyone other than an authorized NPA staff member.**
- Work only under the direction and supervision of the teacher or another school employee
- Respect the authority of teachers and school administrators
- Due to liability insurance, children who are not currently enrolled are not allowed on campus while volunteering.
- Work only in the assigned area and provide volunteer services as requested.
- Speak and act appropriately, remembering that he/she is setting an example for the students
- Understand that grading student work, recording grades, working with student records, disciplining students, teaching reading and math groups, and using staff computers are the responsibilities of the teacher/instructor, not the volunteer
- Acquire administrative approval to copy any instructional materials
- Treat all students with impartiality
- Are responsible for participating at the scheduled time and notify the school office in a timely manner if they are not able to meet this commitment
- Treat all information regarding students and personnel as confidential. Should a volunteer violate this requirement, all future volunteer opportunities for that individual may be revoked.
- Use **ONLY** the faculty or designated family restrooms
- Seek help from the teacher or a supervising staff member when additional information or instruction is needed
- Contact the school director if there are any problems
- Record volunteer hours at the front office before leaving the school OR in your Compass parent account.

As a volunteer at Navigator Pointe Academy, I agree to uphold and abide by the guidelines listed above. I understand that this agreement applies to the current school year only and I will be required to sign an agreement annually should I choose to volunteer in future years.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATIVE AGKNOWLEGEMENT \_\_\_\_\_ DATE \_\_\_\_\_

APPLICABLE SCHOOL YEAR \_\_\_\_\_