



## NPA VOLUNTEER STANDARDS AND AGREEMENT FORM

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 by any volunteer before being allowed beyond the Front Office:

I, \_\_\_\_\_, understand that as a volunteer:  
(LEGAL FIRST AND LAST NAME)

(INITIAL)

\_\_\_\_ I am expected to dress appropriately and in a professional manner (consider NPA student uniforms and the professional dress of NPA staff.)

\_\_\_\_ I am expected to sign-in at the front office and wear an identification badge provided by the school. I will be expected to leave my vehicle's keys with the front office throughout the duration of my assigned task.

\_\_\_\_ I should not to bring any food or drinks (other than water) with me. **GUM IS NOT ACCEPTABLE ANYWHERE IN THE SCHOOL.**

\_\_\_\_ I will keep my cell phone on vibrate/silent an 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.

\_\_\_\_ I will work only under the direction and supervision of the teacher or another school employee.

\_\_\_\_ I will respect the authority of teachers and school administrators.

\_\_\_\_ **Due to liability insurance, any children who are not currently enrolled as a student are not allowed on campus while volunteering.**

\_\_\_\_ I will work only in the assigned areas and provide volunteer service as requested.

\_\_\_\_ I will speak and act appropriately, remembering that I am setting an example for students.

\_\_\_\_ **Grading student work, recording grades, working with student records, disciplining students, teaching students, and using staff computers are the responsibility of the Teachers and paraprofessionals, NOT A VOLUNTEER.**

\_\_\_\_ I require administrative approval to copy any instructional material.

\_\_\_\_ I will treat all students with impartiality.

\_\_\_\_ I am responsible for participating at the scheduled time and will notify the school office in a timely manner if I am not able to meet this commitment.

**\_\_\_\_ I am required to treat all Personally Identifiable Information regarding students and personnel as confidential. Should a volunteer violate this requirement, all future volunteer opportunities for that individual will be revoked.**

\_\_\_\_ I am ONLY to use the faculty restroom and designated family restroom.

\_\_\_\_ I should seek help from the teacher or supervising staff member when additional information or instruction is needed.

\_\_\_\_ I should contact the school director if there are any problems.

\_\_\_\_ I should record my volunteer hours with the front office before leaving OR in my Compass Parent Account.

\_\_\_\_ Some volunteer opportunities may necessitate a background check. Should a volunteer opportunity require this, it will be listed in the description and you will be notified ahead of time.

\_\_\_\_ I will not spend any time with students unsupervised by an NPA staff member without a current, approved background check (using our school volunteer code) and administrative approval.

\_\_\_\_ 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.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

-----  
ADMINISTRATIVE USE ONLY

\_\_\_\_\_  
AUTHORIZERS SIGNATURE

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

\_\_\_\_\_  
DATE RECEIVED