Volunteer Guidelines

Dear Volunteer:

Thank you for your interest and willingness to donate your valuable time to the Leading Edge Academy school community. Your time directly working with our staff and students contributes to the positive learning experience and is a vital part of the culture in our schools.

Leading Edge Academy has multiple opportunities available to you to serve as a school volunteer. School volunteers have opportunities to serve in the classroom, chaperones for daytime field trips, overnight field trips, and through our PTO (Parent Teacher Organization). Some of the varied PTO volunteer opportunities may include book fair, fundraising events, special events, and teacher appreciation.

To ensure that your volunteer experience is a pleasant experience, the following information is being provided to you. If after reading these guidelines, you have any questions, please contact your school's administrative office for clarification. For access to the application as well as our school volunteer FAQ and important links, please visit the school's website at www.LeadingEdgeAcademy.com.

To become a volunteer, all volunteer candidates must:

1. Be eighteen years of age or older.
2. Complete a volunteer application located at **www.LeadingEdgeAcademy.com**
3. Obtain a Level One IVP fingerprint clearance card **OR** complete an annual background check that will be verified by your school's administrative office. Please be aware that **all Field Trip Volunteers chaperoning on overnight field trips must obtain a Level One IVP fingerprint clearance card.**
    a. Level One IVP fingerprint clearance cards require fingerprinting and applications are submitted to Arizona's Department of Public Safety. Fees and information on how to obtain Level One IVP fingerprint clearance cards can be found at https://www.azdps.gov/services/public-services-portal/fingerprint-clearance-card. Please be aware that this process can take up to a month, so please ensure you submit your volunteer application with this in mind. A copy of your Level One IVP fingerprint clearance card must be submitted with your volunteer application and your application must be approved before you can begin volunteering.
    b. You also have the option of submitting an annual background check through our online volunteer application. Fees and information on the annual background check are available on the volunteer application located at our website.

Once your volunteer application has been approved and prior to beginning your volunteer duties, we ask that you familiarize yourself with your school's Student Handbook and Dress Code. Like our students, volunteers are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is contrary to good hygiene, or which is distractive or disruptive in appearance is detrimental to the purpose or conduct of the school and will not be permitted.

Volunteer Guidelines

Leading Edge subscribes to these six core values, and we ask that all our volunteers support and reflect these values when interacting with students and staff.

As a Volunteer, your primary responsibilities include:

- Dependability
- Professionalism
- Confidentiality
- Following directions and asking questions

All volunteers will be assigned to work directly with a Leading Edge Academy Teacher.. This teacher will be your primary contact and will provide direction for your volunteer tasks.

Other Responsibilities of Teachers for Volunteers include:

- Provide meaningful tasks.
- Plan and maximize the volunteer's time.
- Get to know the volunteer.
- Orient the volunteer to the classroom procedures.
- Give recognition and show appreciation.

Confidentiality

As a volunteer, confidentiality is very important to establish and maintain student relationships. It is important that volunteers are aware of the rights of students and their privacy. Furthermore, we ask that respect be given to the confidential nature of any information concerning students. A volunteer, however, may consult and collaborate with teachers and administrative staff for purposes of more effectively helping a student. When sharing information about a student with other professionals, the information should serve the student's best interest. We ask that you divulge a student's name only when it is necessary. Thank you for your support in this sensitive manner. Ensure that you have viewed this video that explains FERPA rights and your role as a volunteer in the classroom:
https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa

Volunteer Guidelines

FIELD TRIP VOLUNTEER GUIDELINES

Prior to the field trip, the classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures.

In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the teacher or principal.

1. All school rules apply to school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.
2. Field trip volunteers must always have their photo I.D. at all times.
3. Leading Edge Academy is a tobacco and drug free campus, so be sure to leave any of these items at home. If you forget, they must remain in the car, but by law it should not be on school grounds or with you on field trips. Since field trips are a school function there is no smoking on field trips.
4. Please be advised that you are not allowed to have younger siblings on field trips while you are volunteering with us.
5. Please turn your cell phone off or put it on vibrate while on a field trip. The phone distracts the students and if you are talking on the phone, you may lose track of the students you are assigned to.
6. Chaperones may not administer any medications, prescription or nonprescription, to students.
7. Students must be always supervised while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately.
    a. Students must stay with you, their chaperone, at all times.
    b. Go over the use of the buddy system with students under your care.
    c. Account for all participants regularly and before changing activities.
    d. Be sure you know when and where to meet the rest of your group at the end of the visit.
    e. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
8. Student behavior is your responsibility. School rules related to student behavior apply.
    a. Go over rules and standards of behavior, safety rules, and any site-specific rules with students.
    b. Ensure that students do not get involved in any extra activities not pre-approved by the teacher.
    c. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.

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9. Eating and drinking are not permitted outside of designated areas and predetermined times.
10. Please do not use improper language while with the children.
11. You may need to ride the bus to and from the field trip site. Please note that you must remain at the field trip site and with the group (i.e. you are not allowed to take them across the street to McDonald's for ice cream.)
12. Volunteers are prohibited from transporting students in their personal vehicles.
13. Field trips are for educational purposes. For the following reasons it is not wise to take the students into snack shops, gift shops or on rides unless these sites have been pre-approved.
    a. You may not be aware of any food allergies some of the students might have.
    b. You do not want any problems with theft or damage.
    c. You may not know what each parent might allow in relation to purchasing things.
    d. Students should not have money. Any money needed would have been collected prior to the trip.
14. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
    a. When taking students to the restroom stay together.
    b. Monitor boys and girls as they go in and out.
    c. If restrooms are too far apart, take one group and have the other group wait. Then take the other group.
15. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.)
16. Know who is first aid trained, where the first aid kit is, and where your cell phone is located. Keep the cell phone contact number of the teacher and other chaperones available.
17. Please follow the directions of the docents and guides even if other groups do not.
18. Ask before you take pictures/video of the group. We have some students who are not allowed to have their picture/video taken, so please ask the teacher.
    a. If you have one student in the group who does not have a media release, think of a creative way to get around it without causing the student to feel bad. The older ones understand it is the younger ones who do not. Take a picture, show them, and then delete it, or crop them out.