



Volunteer Handbook

2017-2018

Anderson Creek Academy
4940 Ray Road

Spring Lake, NC 28390
Telephone: (910) 814-9001
Fax: (910) 814-9002
www.acacharter.com

Terri Young/Marianna Shaw
Volunteer Coordinators

Mary Majors, Ed.D
Head of School

Monica Kuznar
Assistant Principal

ANDERSON CREEK ACADEMY CHARTER SCHOOL

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***Board of Directors meetings are held each month on the second Wednesday at 7 p.m. at the school. Board meetings are open to the public.**

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Welcome to Anderson Creek Academy!
Thank you for volunteering your service!

At Anderson Creek Academy we value our students and are always in need of volunteers in many areas. It is encouraged for all parents to volunteer with whatever time they have to give to the school and their child’s education. We want to welcome parents, guardians, and grandparents to be active members in the school.

In the interest of protecting student information, we have created this handbook for all volunteers within the school. We ask that volunteers come ready and willing to help out in many different areas but we will let you choose an area in which you feel most comfortable to volunteer and will answer any questions that you have through our volunteer coordinators. This handbook states the guidelines in which we request all volunteers to adhere so that we have an open understanding of the

expectations. We look forward to working with you this year and would like to thank you in advance for your assistance.

Volunteer Requirements

In accordance with school policy, volunteers are required to have a background check to interact with students. Completion of the **Volunteer Registration Form** with your signature provides your request for the background check. The Volunteer Registration form is located on the school website under volunteers. All background checks will need to be renewed yearly so that they are valid and must be done before any volunteering can take place. It is better to fill out this paperwork early as the background check clearance can take up to two weeks.

All volunteers will need to sign the volunteer agreement form which includes acknowledgement of the **Family Education Rights and Privacy Act Form** or **FERPA** stating that they understand the rights and privacy requirements for students. Sometimes volunteers will become knowledgeable about personal information when working with students. We value our students' confidentiality and must be careful that personal information is not shared with those outside of the student's educational team. Both Registration and Agreement Forms are available on the school website: www.acacharter.com

Volunteer Opportunities

There are many ways parents and family members can volunteer. Some possibilities include:

- Morning car rider line
- Afternoon car rider line
- Carpool
- Monitoring the walking path
- Lunch Preparation
- Lunch and Recess monitor
- Classroom room parent
- Volunteer substitute
- In-classroom support
- Assisting teacher outside of classroom with projects, research, etc.
- Field trip chaperone
- Other ways you suggest!

It takes many volunteers to help a school operate smoothly and give staff members the support necessary to provide the best education for the children. We appreciate any time you donate to make our school the best possible!

Volunteer Responsibilities

Signing In

Volunteers will need to sign in at the front office before beginning volunteer duty. Plan to check in 5 to 10 minutes early so that you may arrive at your volunteer post on time. You will need to bring your driver's license and/or photo ID to sign in to the **Ident-A-Kid** computer in the front lobby. After signing in the computer will print a volunteer badge for you to wear while on school property. Once your badge has printed you may report to your volunteer station. Upon completion of duties, please sign out on the computer using the red "EXIT" icon.

Volunteer Conduct

- Volunteers should wear business casual wear during school hours. Jeans and t-shirts should not be worn. Clothing that is not too loose or

too tight is optimal for working with children allowing the needed range of motion.

- Siblings are not allowed to accompany the adult during volunteer times. This allows volunteers to fully attend to the students without distraction.
- Leave discipline matters to the teacher. The teacher is responsible for maintaining classroom order, even when other adults are working with students in the room. If you have a discipline problem with a student that cannot be resolved by gentle prompting or a few positive words, speak with the teacher.
- Volunteers are welcome to hug or use other positive forms of physical contact, but inappropriate or aggressive contact is prohibited.
- Save private conversations for a time without students. Try not to interrupt someone who is teaching. It is easy to lose the momentum of an activity when students are distracted or forced to wait while adults carry on conversations.
- Classroom volunteering must be prearranged with the teacher. Teachers will then notify the office of your anticipated arrival. Please do not drop in unannounced to help or speak with a teacher. It takes time to plan for volunteers and to ensure that their time is not wasted.
- It is recommended that personal belongings be left out of sight in your locked vehicle. We do not have a locked space to ensure the safety of your belongings.
- Volunteers work in cooperation with an assigned teacher or other staff member. Questions, suggestions, and feedback should be directed to the teacher first, then appropriate volunteer coordinator or principal.
- Volunteers will not use the school telephone or personal cell phones or smart phone applications in the classroom.
- Eating and drinking in classrooms, hallways, or work areas is discouraged. There are areas available for this purpose.
- If you suspect child abuse or neglect, please report it to the classroom teacher. The teacher will take the appropriate steps.

Student Relationships

- Use a positive, friendly and engaging attitude when working with students.
- Use honest, specific, and deserved praise. When giving praise, state the behavior or performance you appreciated and what you liked about it.
- Children have varying levels of attention span. Be aware that some children may need more movement than others. Be responsive to individual need for variety and movement.
- Be patient. Sometimes progress is slow. All children are different, but each has the same need for your attention.
- Use the Golden Rule: Treat others the way you want to be treated. All children deserve to be treated with respect and dignity. Never use humiliating or punitive language with a child.
- Our school values the use of proper and grammatically correct language. We feel it is essential to our students' growth that we model good language usage.
- Have fun! Students love to have parents visit the school. We want you to enjoy your time at our school as much as we enjoy having you here! Your time is an investment in our students and our school. We are glad to have you on our team.

Emergency Response

There may be occasions during your volunteer time when the school experiences either real or practice emergency situations. We have regular fire, tornado and code red/lockdown drills during school hours. Please follow the directions of the staff member or teacher in which you are working.

Canceling Procedures

If you cannot meet your volunteer commitment, there are procedures in place depending on the type of volunteering task you signed up for. If you are participating in a school-wide duty such as carpool, lunch monitor or walkway

monitor in which a certain number of adults are necessary, please call the office immediately so that we have time to find someone to fill in the spot. If you are volunteering in the classroom for a particular activity or teacher need, please notify the teacher directly or call the front office to leave a message. The teacher may or may not need a substitute volunteer depending on the activity for which the teacher requested a volunteer.

Grievance Process

Should any issue arise with a staff member, volunteers can email the school's principal or assistant principal and explain the situation so that the matter can be handled by administration.

Family Educational Rights and Privacy Act (FERPA)

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;

- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520