



# 2025-2026 Volunteer Training Handbook

Everything you need to know about being a volunteer!

New Summit Charter Academy  
7899 Lexington Drive  
Colorado Springs, CO 80920

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## **THANK YOU for your interest in volunteering!**

### Volunteering benefits your community.

You can play a direct role in improving your community. By volunteering your time, energy, and skills, you are playing a part in helping your community become better educated. Be the change you want to see!

Studies have found that a 1% increase in adults in a community is associated with a 1% decrease in the rate of kids leaving school.

Studies have shown that children who grow up with mentors are more likely to want to become mentors themselves, and people who are more educated are more likely to give back to their own communities by volunteering. By volunteering, you can help start a positive cycle of community-building that outlasts your immediate work!

### Volunteering benefits your school!

Times have definitely changed. Schools, teachers, and students are facing new challenges. Increased vigilance and safety procedures for COVID, bullying, and school safety means recesses and teacher breaks that may have given teachers the needed time to make copies or prepare lessons for their next class may be taken up with other tasks, mitigations, and training. An extra helping volunteer to help with some of these daily duties can really make a difference!

### Volunteering benefits your child!

One of the biggest benefits of volunteering at NSCA is the value it places on your child's education and interests. It shows children and students that their education is an essential investment for you. It also helps them understand the value of being a part of something for the greater good, and it's a powerful way for parents/guardians to lead by example.

### Volunteering benefits you!

Rusty? Been out of the workforce for a while? Volunteering helps to develop professional skills needed in today's workplace, like leadership skills and communication skills. Volunteering enhances social and relationship skills among people. Most job areas now focus on Communication Skills and how to build relationships with all people. It can also be used as extracurricular or co-curricular activities for that resume!

## Our Mission

To build a **safe educational community** that emphasizes a **love of learning** and **inspires**  
and  
**empowers** students to reach New Summits.

## Our Vision

Boldly reaching new summits while positively influencing the world.

## Our Motto

Life is all about “new summits!”

## Our Core Principles

These are non-negotiable or guiding principles that determine the way we conduct ourselves and make decisions.

**Respect:** Treat others as you want to be treated.

**Responsibility:** Knowing it is only ourselves who can get us to where we want to be.

**Achievement:** Striving to accomplish your goal while elevating your standards.

**Perseverance:** Never give up, always work hard.

**Teamwork:** Help others; when one succeeds, we all succeed.

**Enthusiasm:** Ignites excitement, our passions and motivation to achieve greatness.

## Our Belief Statements

- **We Believe:** Parents bear the primary responsibility for their children's education, while public schools should provide parents with viable choices to support this effort.
- **We Believe:** All children are capable of learning and deserve a positive, caring environment, regardless of race, creed, color, or religion.
- **We Believe:** Educational achievement is accomplished by elevating expectations for students, parents, and the school.
- **We Believe:** Identifying and addressing learning challenges early maximizes student success.
- **We Believe:** The lifelong pursuit of knowledge is essential for success in our rapidly changing world, and encouraging children to enjoy learning is vital for achieving that success.

## **VOLUNTEER PROGRAM OVERVIEW**

**\*Note: Please keep in mind that all processes and procedures are in place to keep all of our students and staff safe.**

### **Tiers**

There are two tiers of volunteers/training.

- Tier 1 Volunteers may volunteer in the:
  - lunchroom
  - classroom
- Tier 2 Volunteers may volunteer:
  - To chaperone Field Trips
  - To become a Room Parent (if applicable)
  - Athletics support (if applicable)

### **All volunteers**

All volunteers are required to complete a registration packet. Please submit completed packets to the receptionist desk or they can be emailed to [Tara.Jennings@newsummitcharter.org](mailto:Tara.Jennings@newsummitcharter.org). The packet can be found at the end of the Volunteer Handbook or at the receptionist desk.

All volunteers are also required to complete the virtual Volunteer Training via our website.

- Online training – please see the NSCA website. Once complete, there will be a short quiz at the end. A notification is automatically sent to the Volunteer Committee admin staff to notify them that training is complete.

### **Tier 1 Volunteers**

The above outlined tasks complete the Tier 1 Volunteer training. You will be notified by email that all tasks have been completed and your name has been added to the Approved Volunteers List. You will be notified of volunteer opportunities via ParentSquare announcements/sign-ups.

### **Tier 2 Volunteers**

These volunteers must complete a fingerprinting/background check, at their own cost. For detailed instructions, please see page 19. Please follow the instructions on page 19. Fingerprinting/background checks that do not follow this process will not be accepted. The code on page 19 does provide a discount. These background checks are good for the duration of your time with us at NSCA. The turnaround time for these checks is normally 24 to 48 hours. Notification is sent securely and

confidentially to the school through the business manager. You will be notified via email once the background check is complete and you are officially a Tier 2 Volunteer.

***PLEASE NOTE: Every time*** you enter the school you will need to show your license to the receptionist. Your license will be sent through Raptor. Raptor is our integrated school safety software system that enables us to screen visitors by scanning the ID and checking against several legal databases. An ID sticker will be created specific to you. Please make sure this is visible at all times. Please return the ID sticker and any badges to the reception desk when you leave.

## HOW DO I START?

**Before you can volunteer in the lunch room or classroom, you must complete the Tier 1 Volunteer Training.**

### Tier 1 Volunteer Training Checklist:

- Read this Volunteer Training Handbook from cover to cover. Memorize every word! You will be tested! Just kidding, kinda.
- Take the test. (Don't panic, it's an open-book test!)
- Complete the Volunteer Registration packet at the end of this handbook.
- Turn the packet into the receptionist desk.

The registration packet will be processed, and once complete, the classroom teacher will be notified that you have completed training and can begin volunteering within the lunchroom or classroom.

To volunteer in the lunchroom, notifications will be sent out via ParentSquare with an e-sign-up. The front desk receptionist is the point of contact. When you come into the school on your volunteer day, bring your license. The receptionist will run your license through our Raptor system and then give you a volunteer/visitor badge. Be sure to check out with the receptionist when you leave.

To volunteer in the classroom, the classroom teacher will contact you via ParentSquare to schedule classroom volunteer times. The classroom teacher is the point of contact. Volunteering in the classroom is based on his/her need.

**Before you can volunteer for FIELD TRIPS or serve as a Room Parent (if applicable), you must complete the Tier 2 Volunteer Training.**

### Tier 2 Volunteer Checklist:

- Complete Tier 1 checklist
- Complete Fingerprinting/Background check (see directions on page 19).

## **VOLUNTEER RULES, ROLES, AND RESPONSIBILITIES**

- Use ADULT/STAFF restrooms only!
- Silence all cell phones.
- No pictures, please.
- Siblings are not allowed to accompany volunteers; please ensure you have alternate childcare.
- Family members are not allowed to accompany volunteers unless they have also completed all training.
- Please make sure that your badge is visible at all times during your volunteer time.
- Always provide a positive relationship with staff and students.
- Maintain the confidentiality of sensitive information, if encountered.
- Share your creativity and talents to help support the staff and students.
- Help teachers with non-instructional tasks to allow them more time to work with students.
- Notify the teacher and/or receptionist if you are unable to fulfill your volunteer obligation.

**Note:** Siblings must have alternative childcare. No siblings will be allowed to accompany a parent/guardian while volunteering.

### **LUNCHROOM VOLUNTEER**

- Always provide a positive relationship with staff and students.
- Maintain the confidentiality of sensitive information, if encountered.
- Notify the teacher and/or receptionist if you are unable to fulfill your volunteer obligation.

### **CLASSROOM VOLUNTEER**

- Assist in the learning environment under the direction of the teacher and staff.
- Support the teacher by fulfilling a specific role.
- Support learning within the classroom.
- Share your creativity and talents to help support the staff and students.
- Help teachers with non-instructional tasks to allow them more time to work with students.
- Be sure to respect the teacher's spaces.
- Always defer to the teacher on issues of behavior and safety.



- Follow all school rules and policies.
- Don't use your volunteer status to confer about your child.
- Don't let students into classrooms without a staff member present.
- Don't use any knowledge from your role as a volunteer out in the community.
- Maintain the confidentiality of sensitive information, if encountered.
- Notify the teacher and/or receptionist if you are unable to fulfill your volunteer obligation.

#### FIELD TRIP VOLUNTEER ROLES AND RESPONSIBILITIES

- Stay alert and attentive to your surroundings.
- Understand that there is the potential of supervising a group of students.
- Support the teacher by fulfilling a specific role.
- Represent NSCA positively.
- Keep your group together and safe.
- Help your group stay focused and on task.
- Revisit the rules and expectations as needed.
- Always defer to the teacher on issues of behavior and safety.
- Follow all school rules and policies.
- Provide a positive relationship with staff and students.
- Maintain the confidentiality of sensitive information, if encountered.
- Be sure to wear the school chaperone ID that will be provided to you by the field trip POC.

#### ROOM PARENT (IF APPLICABLE) ROLES AND RESPONSIBILITIES

- Understand that there is the potential of supervising a group of students.
- Support the teacher by fulfilling a specific role.
- Assist in the learning environment under the direction of the teacher and staff.
- Always defer to the teacher on issues of behavior and safety.
- Follow all school rules and policies.
- Provide a positive relationship with staff and students.
- Maintain the confidentiality of sensitive information, if encountered.

## RESPECTING PERSONAL SPACE

When dealing with students, it is important to respect their personal space. We can show students that we care for them in the following appropriate ways:

- High fives
- Handshakes
- Side hugs (if the student initiates the hug)
- Fist bumps

## MAINTAINING BOUNDARIES

It is essential to respect the teacher when volunteering in the classroom. Always remember to allow the teacher or staff member to direct the instruction, activities, and discipline.

While it can be difficult, you must remember to treat your student like every other student in the classroom. They should receive no special treatment from you during your volunteer time. Please be sure to redirect your child if he or she is trying to engage you as a parent rather than a volunteer.

## DRESS CODE

All rules regarding dress and appearance that apply to students apply to adults, including volunteers, interns, student teachers, and classroom observers.

The professional appearance of our volunteers reinforces the shared vision of the school and their identity as highly motivated professionals working toward a common mission. It strengthens the community's attitude toward the school.

Volunteers should adhere to a professional standard of dress and should be neat, clean, and professional in appearance and free of holes, tears, and stains.

Safety First: Footwear should be comfortable and safe for a school setting. Closed-toe shoes are preferred to ensure safety during school activities.

## CONFIDENTIALITY (FERPA)

Student work, behavior, and grades should NEVER be discussed with anyone other than the teacher.

As a volunteer, you could encounter confidential information, including student performance and behavior information, conversations you may overhear between staff members, incidents with students, and health/medical issues. These items fall under FERPA and should never be discussed by parent volunteers for any reason.

Please refer to the FERPA Confidentiality Agreement in your Volunteer Packet for more information.

## EMERGENCY SITUATION RESPONSE

- Fire/Fire Drill
  - Find the nearest exit
  - Stay with the students you are with
  - Find the nearest evacuation zone
  - Notify a staff member and let them know which classroom you are volunteering in
  - Wait to be released back into the building
- Weather Emergency (Lightening)
  - Stay indoors or come inside (if you are at recess)
  - Proceed to an area away from any glass or windows
  - Continue with “business as usual”
- Lock Down
  - Find the nearest open classroom and go inside
  - Lock the door (place the door magnet INSIDE the classroom, not in the hallway) and gather away from the “line of fire” not directly behind the door)
  - Move away from windows
  - Lights out
  - Remain QUIET
  - Help keep the students calm
  - DO NOT OPEN the door for ANY reason unless you see fire or smell smoke
  - Wait for help or instruction

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VOLUNTEER APPLICATION PACKET ON NEXT PAGE (pgs 13-18)

August 01, 2025

Dear New Summit Charter Academy Volunteer,

On behalf of the students and staff of New Summit Charter Academy, we wish to express our sincere appreciation for your willingness to volunteer your time so generously for the 2025-2026 school year.

In an effort to further ensure the safety of our students, New Summit Charter Academy requires that ALL volunteers complete a volunteer application that includes a confidentiality agreement, training and quiz, all prior to working with our students.

We understand that everyone is busy and has a life outside of school. We appreciate and value the fact that you are willing to share your time with us. By volunteering with New Summit Charter Academy, you are demonstrating your commitment to the well-being of your child and all the students within the school! The contributions you are willing to make really make a difference to our students' educational experience.

Please complete the following forms and return them to the reception desk prior to volunteering. They may also be emailed to [tara.jennings@newsummitcharter.org](mailto:tara.jennings@newsummitcharter.org)

You can also visit <https://www.newsummitcharter.org/>

Once your forms have been submitted and verified, and the online training and quiz are complete, your name will be placed on the approved volunteer list accessible by your child's classroom teacher and staff. Volunteer opportunities and sign-ups will be sent out through ParentSquare.

Thank you so much for taking the time to volunteer! We could not be the exceptional school we are without you!

With Gratitude,

NSCA Administration

# New Summit Charter Academy

## Parent Volunteer Application

Name (Mandatory) \_\_\_\_\_  
Last First Middle Previous

Home Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

### Student Information

Student Name \_\_\_\_\_

Student Teacher/Grade \_\_\_\_\_

Student Name \_\_\_\_\_

Student Teacher/Grade \_\_\_\_\_

Student Name \_\_\_\_\_

Student Teacher/Grade \_\_\_\_\_

Student Name \_\_\_\_\_

Student Teacher/Grade \_\_\_\_\_

Student Name \_\_\_\_\_

Student Teacher/Grade \_\_\_\_\_

\*Have you ever been fingerprinted for New Summit Charter Academy? \_\_\_\_ NO \_\_\_\_ YES

If "YES", in what year? \_\_\_\_\_

# New Summit Charter Academy

## Background Report Testimony Form

ALL parent volunteers are required to submit this applicant Background Report Testimony form certifying that the volunteer HAS or HAS NEVER been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Individuals must self-report any convictions\*. **Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly.** Conviction of a crime is not an automatic bar to volunteering. New Summit Charter Academy will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying to volunteer.

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Last Name

First Name

Social Security Number

Have you ever been convicted\*\* of a felony? YES NO

Have you ever been convicted of a misdemeanor other than minor traffic violations? (A DUI conviction is not considered a minor traffic offense.) YES NO

Have you ever been convicted of a sex or drug-related offense? YES NO

Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense, or has any court deferred further proceedings without entering a finding of guilty? YES NO

Have you ever been placed on probation? YES NO

Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful behavior involving a child? YES NO

Have you ever been dismissed, or have you resigned from a position as a result of an allegation of unlawful behavior, involving a child, including unlawful sexual behavior? YES NO

Have you ever had any professional licenses (including teaching certificates/licenses) suspended, annulled or revoked in any state? YES NO

or county?

Have you ever been dishonorably discharged from the military?	YES	NO
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Have you ever been involuntarily terminated from any employment or asked to resign from employment?	YES	NO
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Have you ever been non-renewed or refused a continuing contract?	YES	NO
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Have you ever resigned to avoid termination of employment or to avoid non-renewal of a contract?	YES	NO
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\*CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

\*\*CONVICTED means a conviction by jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the Court.



# New Summit Charter Academy

## Confidentiality of Student Records

In accordance with Academy School District 20 Policy JRA/JRC [7910], all student records are considered to be of a confidential nature and all NSCA staff shall ensure the confidentiality of information not to be shared with students, or the public, without the written consent of parents or other authorized entity. The principal is the official custodian of student education records in his or her building, and all inquiries regarding student records will be directed to the building principal. Policy JRA/JRC [7910] can be read on the Internet at: [www.asd20.org](http://www.asd20.org).

NSCA staff should take appropriate steps to protect the privacy of students. Allowing students or others access to student's grades, discipline records, IEPs, 504 Plans, or related private information may violate the requirements of The Family Educational Rights and Privacy Act (FERPA) regarding personally identifiable information. Student phone numbers and addresses are also to remain confidential.

In order to safeguard students' rights under FERPA the following rules must be observed by staff when working with volunteers in the classroom:

- Volunteers do not hand back assignments to students in the class where grades are visible
- Volunteers shall not enter grades into the teacher's grade book, electronic or otherwise

Some documents shall not be seen or handled by anyone other than the appropriate school personnel. These documents include:

- Department of Human Services (DHS) Reports Disciplinary Files
- Permanent School Records (Cumulative Files) - Health/Medical Records
- Child Abuse Reports - 504 Evaluations
- Special Education Records - Teacher's Grade Book or Record

**Information received or observed regarding individual students must remain confidential and their privacy rights maintained at all times.**

I have read the above information, understand it, and agree to abide by the confidentiality requirements stated above.

Name (Print) \_\_\_\_\_

Signature/Date \_\_\_\_\_

# New Summit Charter Academy

## Parent Volunteer Signature

I hereby certify that the information contained in this Parent Volunteer Form is true and correct to the best of my knowledge.

I agree to have any of the information checked by New Summit Charter Academy.

I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to NSCA or any of its agents, staff members or representatives for purposes related to this form or my request to volunteer.

I understand that ANY misrepresentation, falsification or material omission of information on this form may result in my being denied the opportunity to volunteer at NSCA.

I understand these forms are kept on file for the duration of your student's admission at NSCA and will remain the property of New Summit Charter Academy.

I HEREBY AFFIRM THAT ALL INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE. I UNDERSTAND THAT MISREPRESENTATION OF THE FACTS SHALL RESULT IN DENIAL OF MY APPROVAL FOR THE OPPORTUNITY TO VOLUNTEER, OR TERMINATION OF VOLUNTEERING, AND MAY BE PUNISHABLE BY LAW.

Name \_\_\_\_\_  
Print

Name \_\_\_\_\_  
Signature

Date \_\_\_\_\_

New Summit Charter Academy does not discriminate on the basis of age, race, religion, national origin, disability, sexual orientation or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of handicap by Section 504 (29 USC 794)

## BACKGROUND CHECK INFORMATION

Please register online at the link below and follow the instructions below.

The charge for volunteer background checks is \$57.50 and is the responsibility of the volunteer.

Visit the **cabiond** enrollment/scheduling website at: <https://abi.cabiond.com/>

Click on the upper right-hand corner Create an Account.

- Create your account OR Login
- Place New Order
- **STEP 1/9:**
  - **Fingerprint Location**
  - Choose your location, **Next**
- **STEP 2/9:**
  - Pick a date/time that is most convenient for you
  - scroll to bottom, **Next**
- **STEP 3/9:**
  - Do you have a Billing Code? **No.**
  - Scroll to bottom, **Next**
- **STEP 4/9:**
  - Service Types:
  - In the dropdown box choose:
    - **CO Licensure/Employment CABS**
  - In the second dropdown box choose:
    - **Charter School Applicants 22-305-110 7**
  - CBI Unique ID:
    - **6105ECSI**
  - Scroll to bottom, **Next**
- **STEP 5/9:**
  - Confirm Personal Information is correct, **Next**
  - Confirm your Date of Birth, **Confirm**
- **STEP 6/9:**
  - Fill in Personal Details, **Next**

- **STEP 7/9:**
  - Review Order
  - Read and check the privacy statement, **Next**
  - Make sure your info is correct/Refund Policy message, **Confirm**
- **STEP 8/9:**
  - Payment details page = \$57.50, **Finish**
- **STEP 9/9:**
  - Order Confirmation page
  - A confirmation page will be shown after payment. You will receive an Order ID number that you will bring with you to your appointment.

#### Background Check Information/Process:

- Please note the specific photo ID requirements, and an email confirmation summarizing all appointment specifics.
- During the enrollment appointment at the location, an enrollment technician will perform ID verification, fingerprint, photo and signature capture, in compliance with CBI and FBI requirements.

#### COLORADO SPRINGS LOCATIONS:

The Mail Center

6547 N. Academy Blvd.

Colorado Springs, CO 80918

Spartan Defense Armory and Training

6130 Barnes Rd

Colorado Springs, CO 80922

Maggie's Shipping Shop

330 E. Costilla Street

Colorado Springs, CO 80903

If you have questions or concerns, please contact Tara Jennings at

[Tara.Jennings@newsummitcharter.org](mailto:Tara.Jennings@newsummitcharter.org).



**Thank you so much for being an engaged  
volunteer at New Summit Charter Academy!  
We could not be the exceptional school we are  
without you!**