

NEW SUMMIT CHARTER ACADEMY

Volunteer Training

2026/2027 SCHOOL YEAR

OUR MISSION / VISION / MOTTO

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

Boldly Reaching New Summits While Positively
Influencing the World.

LIFE IS ABOUT... NEW SUMMITS!

TRAINING GOALS

- Bringing alignment and awareness of school and district policies
- Providing familiarity with school procedures and practices
- Gaining awareness of volunteer roles and responsibilities
- Understanding of emergency situations
- Promoting positive volunteer experiences for students and parents



VOLUNTEERS VS. VISITORS

Volunteers

- Support the teacher by fulfilling specific roles and supporting activities
- Assist in the learning environment under the direction of the teacher and staff
- Potentially supervising students

Visitors

- Come to the school to observe the educational experience and/or take part in special activities or events
- Not supervising students

VOLUNTEERS VS. VISITORS

- Visitors, other than invited guests or volunteers, will not be permitted access to NSCA during the school day or at any time when students are present, including before or after the school day.
- Invited guests include but are not limited to:
 - Family and friends invited for student performances, assemblies, and other school sanctioned celebrations
 - Pre-scheduled meetings
 - After school sporting events

ALL GUESTS MUST SIGN IN AT THE FRONT DESK UPON ARRIVAL, HAVE THEIR ID CHECKED AND SIGN OUT WHEN LEAVING.

VOLUNTEERS SHOULD...

- Bring Photo Identification (a valid driver's license or state ID).
- Check in at reception desk with your ID.
- **Wear your printed badge so it is visible at ALL times.**
- Report to the room or area where you will volunteer. Please stay in your assigned volunteer area. **Interrupting other classrooms that you are not scheduled to volunteer in is not permitted.**
- Conduct your volunteer responsibilities.
- Check out at the reception desk and hand in badge.

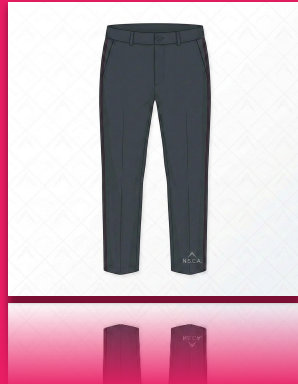
NOTE: PLEASE ARRANGE ALTERNATE CARE FOR SIBLINGS.

DRESS CODE

At New Summit Charter Academy, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of our students and families.

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

DRESS CODE



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



HOW DO I START?

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Before you can volunteer in the lunchroom or classroom,
you must complete the Volunteer Trainings.

There are 2 Tiers of Volunteers.

Tier 1 Training is for:

- Lunchroom Volunteers
- Classroom Volunteers
(Includes Library)

Tier 2 Training is for:

- Field Trip Chaperones
- Athletics Volunteer

TIER 1 VOLUNTEER TRAINING

Tier 1 Volunteer :

- Complete the Volunteer Registration forms.
 - These forms can be found:
 - on the NSCA website
 - at the reception desk
 - at the back of the Volunteer Handbook

Please return these forms to the reception desk or email to Tara.Jennings@newsummitcharter.org

- Take the online training.
- Take the quiz. (Don't panic, its openbook!)

TIER 1 VOLUNTEER OPPORTUNITIES

- Lunchroom volunteer opportunities - will be communicated through ParentSquare as will the sign up.
 - Classroom Volunteer opportunities - the classroom teacher will be notified that you have completed training and are available to volunteer. The teacher will be in contact with you when opportunities arise.
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- Special Events (Book Fair, Fun Run, Field Day etc) – will be communicated through ParentSquare as will the sign up.

TIER 1 VOLUNTEER INFORMATION

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Every time you enter the school you will need to show your license to the receptionist.

We are always at 100% ID check.

Your license will be scanned through Raptor.

Raptor is our integrated school safety software system that enables us to screen visitors by scanning the ID and checking against legal databases.

This will create an ID sticker 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.

TIER 2 VOLUNTEER INFORMATION

Tier 2 Volunteer Training:

- Complete all of the Tier 1 Training Checklist
- **Complete Fingerprinting/FBI Background check**
(see directions on last page of the handbook)
 - The Fingerprint/FBI Background check is currently \$55.
 - This cost is the responsibility of the volunteer.
 - This background check is good for 5 years.
- All Tier 1 information still applies to Tier 2.

TIER 2 VOLUNTEER OPPORTUNITIES

- All Tier 1 opportunities!
- Field Trip Chaperone
- Sports Events (assistant coaching, ticket sales, etc.)



ALL VOLUNTEERS

- Every time you enter the school you will need to show your license to the receptionist. This is for both Tier 1 & Tier 2.
- Your license will be sent through a Visitor Management System called Raptor.
- Raptor is our integrated school safety software system that enables us to screen visitors by scanning the ID and checking against legal databases.
- It will create an ID sticker 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.
- Yes, this is repeated information. It applies to all volunteers.

VOLUNTEER RULES, ROLES AND RESPONSIBILITIES

- Please silence your cell phone
- Any pictures must be of your own child only.
- Please make sure that your badge is visible at all times during your volunteer time.
- Maintain confidentiality of any sensitive information, if encountered.

Use the ADULT/Staff restrooms only - No Exceptions!

VOLUNTEER RULES, ROLES AND RESPONSIBILITIES

- Schedule all in-classroom volunteer hours through the classroom teacher.
- No siblings will be allowed to accompany a parent/guardian while volunteering. Siblings must have alternative childcare, no exceptions.
- Stick to the purpose of your role.
- Be on-time and reliable in fulfilling volunteer commitments.

Dress appropriately for a school environment (i.e. refer to Dress Code).

VOLUNTEER RULES, ROLES AND RESPONSIBILITIES

- Wear a current volunteer name tag, at all times, when volunteering at the school.
- Sign in and out at the front office when volunteering at the school.
- Record all on and off campus volunteer hours in ParentSquare under the Participate tab.

Please know that if any conduct is deemed inappropriate, limitations will be set by Administration.

VOLUNTEER CODE OF CONDUCT

- Acknowledge the teacher as the authority in the classroom.
- Graciously accept direction and constructive criticism from staff members.
- Do not confront a teacher regarding disagreements or differences of opinion in the presence of children.
- Respect and abide by the confidential nature of anything you might see or hear while volunteering.

Be respectful of the classroom by not disrupting a teacher's instructional time or student learning. You must provide a positive relationship with students and staff and lead by example.

VOLUNTEER CODE OF CONDUCT

- Exercise kindness while volunteering for New Summit Charter Academy.
- Please conduct yourself in a businesslike and fair manner, without partiality to individual students.
- Please motivate children in a positive way to work and help them succeed in school.



EFFECTIVE STUDENT INTERACTION STRATEGIES

- Use positive reinforcement
- Have patience
- Be encouraging
- Teach and facilitate instead of showing and doing (I do, we do, you do)
- Be reliable
- Lead by example

Smile!

DISCIPLINE

- Respect each learner
- Provide students with choices
- Work with the teacher to set boundaries and expectations for your work with students
- Follow school rules and policies

It is not the responsibility of the volunteer to handle discipline;
this is the job of the teacher.

DISCIPLINE

- Part of our Discipline Matrix is the use of the Four Questions. Calmly ask...
 - What are you doing?
 - Why are you doing that?
 - What are you supposed to be doing?
 - Why aren't you doing it?

FIELD TRIPS

You must be a **Tier 2 volunteer** to chaperone for a field trip.

As a chaperone, you must:

- Represent New Summit in a positive way.
- Keep your group together and safe.
- Stay alert and attentive to your environment.
- Help your group stay focused on the learning task.
- Revisit rules and expectations as needed.
- Use the Four Questions as needed.
- Defer to the teacher on issues of behavior and safety.
- Always follow school rules and policies.

***Note: Please arrange alternative care for any siblings.**

FIELD TRIPS

- Field Trip Chaperones are not allowed to travel on the bus with the students. If you are chaperoning, you can meet at the school in the morning then drive to the location or meet the school at the field trip location at the designated time. The point of contact teacher for the trip may give you a chaperone badge on location.
- If you are interested in becoming a field trip chaperone, you must complete a fingerprint Colorado Bureau of Investigation background, at your expense.

For more information on completing your background check, please refer to the last page in the Volunteer Training Handbook or email Tara.Jennings@NewSummitCharter.Org.

SCHOOL EMERGENCY SITUATIONS

Fire Drill

- Find the nearest exit
- Stay with the kids you are with
- Find the closest evacuation zone
- Notify a staff member or the teacher you are volunteering with

Lock Down

- Find the nearest open classroom and go inside
- Move away from all windows
- Keep the students calm
- Wait for help or instructions

Weather Emergency (Lightening)

- Come inside/stay inside

RESPECTING PERSONAL SPACE

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Permissible physical contact at school is different from what may be allowed in the home.

- Allow personal space between you and the student.
- Acceptable Interactions:
 - High fives
 - Handshakes
 - Side hugs if student initiates it
 - Fist bumps

These are great ways to celebrate learning!

MAINTAINING BOUNDARIES

Allow staff to direct instruction, activities, and discipline.

Treat your child like every other student in the classroom and school.

Redirect your child if he or she is trying to engage you as a parent rather than as a visitor.

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HARASSMENT, INTIMIDATION AND BULLYING: STUDENT OR ADULT

Report ALL incidents to the teacher or principal if you or a child is bullied, harassed or intimidated.

The goal is to keep everyone safe in and around our school!

CONFIDENTIALITY

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

Respect the privacy of our students and staff. Volunteers may or may not encounter sensitive and confidential information about students.

This includes, but is not limited to, student performance and behavior, conversations heard amongst staff, concerns with teachers/staff, incidents with students, health and medical issues and parent information.

GENERAL VOLUNTEER GUIDELINES

DON'T:

- Use the time to confer about your child.
- Let kids into classes without staff members present
- Disrupt the learning environment
- Use knowledge from your role as a volunteer out in the community

DO:

- Ask Questions
- Use ADULT restrooms only
- Silence cell phones
- Respect teacher spaces
- Make a difference in the life of a student



CHARTER ACADEMY

7899 Lexington Drive | Colorado Springs, CO 80920 | 719.749.4010

Please bring your completed
volunteer packet the to the reception
desk or email to

Tara.Jennings@NewSummitCharter.Org

We could not be the exceptional
school we are without you!

Thank you for supporting your

New Summit Yetis!