



# **Crown Pointe Academy Volunteer Handbook**

## **2018-2019**

**Crown Pointe Academy of Westminster  
2900 W. 86<sup>th</sup> Ave.  
Westminster, CO 80031**

**Phone 303.428.1882 Fax 303.428.1938  
[www.crownpointeacademy.org](http://www.crownpointeacademy.org)**

# Welcome!

As you look forward to a new school year, we hope you will consider many of the options included in this handbook on ways to fulfill your volunteer hours (60 hours for 2 parent families, 30 hours for 1 parent families). Volunteering is a great way to learn or practice a skill as well as a great way to get to know the staff, students, and other parents at Crown Pointe. We realize that your time is valuable, and as you scan the many opportunities to get involved, remember the importance of volunteering.

As Stephen R. Covey put it, "Time is not the real issue, it is the level of commitment that determines where time is spent." We know you are committed to volunteer your time because you have chosen this school for your child(ren). This handbook will give you ideas and guidelines on how to participate in your children's education. If you have any questions about a particular position or opportunity, please call the school office for the name of the contact person.

## **What is a Volunteer?**

A volunteer is someone who gives of his or her time without monetary compensation. Volunteers are expected to be responsible for maintaining a professional attitude of respect and confidence. Volunteers show concern for and acceptance of all children.

## **Benefits of Volunteering**

### Student Benefits:

- Lower student/adult ratio
- More individual attention for students
- Enrichment opportunities

### Staff Benefits:

- Freedom to work with smaller groups of students
- Opportunities to provide more supervised activities
- Less time spent on clerical activities

### Volunteer Benefits:

- Personal satisfaction
- Greater awareness of school events
- Insight into the daily events of your child's school day
- Contributing to the greater good of all children and our community

## **Hour Commitment per Family**

### 60 hour commitment:

- 2 parent families (in either 1 or 2 households, step parents included)

### 30 hour commitment:

- Single custodial parent with legal documentation

## **Responsibilities of a Volunteer**

- Enter building through main office door
- Sign in and out at the office
- Obtain and wear a volunteer badge
- Record volunteer hours on your time sheet and turn them in promptly each month

### **Confidentiality**

Use good judgment and respect the privacy of the students and staff. **Student performances and behavior should not be discussed with anyone other than the classroom teacher.** Only school officials and a child's parents may view student records. If a child confides in you, keep this information private unless you feel it is necessary for the school to have this information. If this is so, please inform the classroom teacher or the director.

If a volunteer has concerns about the safety or welfare of a student or has reason to suspect abuse or neglect, those concerns must be brought to the attention of the classroom teacher or an administrator immediately. Volunteers will be advised on how to proceed and may be advised to report the concerns to the appropriate agency.

### **Dress and Behavior**

Casual attire is fine; however, we ask that your attire be neat and conservative. Remember that because you are working with children who are impressionable, your attire, speech, and behavior should serve as a good model for them to follow.

### **Dependability**

The teacher, staff, or committee is relying on your attendance. If you are unable to make a commitment, please call the teacher or committee chair ASAP and inform them that you will be unable to make it. Plans may need to be changed for everyone if you are unable to attend.

### **Discipline**

Volunteers *may not* discipline students. If a situation occurs where you are working with a child and he/she misbehaves, inform the teacher immediately.

### **Communication**

Communication is of utmost importance to the success of our volunteer program. As you volunteer in a classroom, please make sure that you understand the teacher's expectations of the students and expectations of you. If you are serving on a committee, contact the chair of the committee with questions or concerns. This will help make your volunteering experience more beneficial and rewarding to all.

### **Siblings/Young Children**

Please do not bring young children with you when you volunteer in the classroom or on field trips. Classroom parties are an exception.

### **Attending Field Trips and Chaperoning Overnight Trips**

Crown Pointe makes every effort to provide a safe environment for our students. Parents wishing to attend field trips will need to complete a Colorado Bureau of Investigation computerized criminal history background check. We ask that you fill out this form during registration each year. The information you give and the reports will be seen BY THE DIRECTOR AND ASSISTANT DIRECTOR ONLY, and kept in the strictest of confidence. If you have questions about the report, please talk with Mr. Ouweneel or Mrs. Keyes.

Parents chaperoning on overnight trips will be asked to have a fingerprinted background check done. Again, the school will handle and pay for the process. Fingerprints must be done on a school fingerprint card and must be submitted at least 6 weeks prior to the field trip.

We do not mean to offend anyone through these safety measures. We are confident you will appreciate our efforts to focus on child safety.

**Anyone attending an off-campus event sponsored by Crown Pointe (field trips, Middle School social events, etc.) MUST have a Colorado Bureau of Investigation computerized criminal history (CCH) check on file. This must be done yearly, and the release to allow the check must be in the office at least 2 weeks prior to the event.**

## **Volunteering During School Hours**

### **Classroom Procedures**

- Speak with individual teachers about their expectations.
- Do not let yourself be alone in a closed room with any child at any time.
- *Please refrain from engaging the teacher or assistant in a conference during your volunteer time. Conversations with other parents in the classroom are also distracting to the learning environment.*
- Respect the privacy of the students and staff.
- Please turn off and/or refrain from using cell phones while working with students.
- Classroom volunteers are in the classroom to help all students. Please refrain from focusing solely on your child.

### **Workroom Procedures**

- Respect staff priority when making copies.
- Make sure you are clear on how to operate any machinery. If you are unclear, ask.
- If a paper jam occurs while copying, do not attempt to fix it yourself. Get help from a staff member.
- If the copier runs out of paper, get help from a staff member.

### **Office Procedures**

- Check with the office staff on expectations and what help is needed.
- Do not view any student records or give out personal information.

### **Lunchroom Procedures**

- Assist students as necessary.
- Report any misbehavior to the supervising staff member.

## **Serving on Committees**

A committee consists of a Chair, a Secretary and the committee members. Membership on a committee is an excellent way to make a positive impact on the school. Meeting days and times are determined by the membership at the beginning of each school year. Please note that the time spent attending meetings counts toward volunteer hours.

### **Academy Board**

The Academy Board is the governing body of the school. It consists of up to 7 members; 4 parents elected by students' parents and up to 3 members from the community. The Board is responsible to see that state and federal laws are followed and that the charter contract with the district is met.

### **Board Committees**

The Academy Board will develop several committees designed to meet the current needs of the school. These committees will meet periodically and address issues such as school policies, fundraising, and school marketing. Please see appendix for important procedural information.

### **School Committees**

#### **Building Accountability Committee (BAAC)**

Work with the director to make recommendations regarding the expenditure of school money, look at academic achievement, provide data and report on educational performance and discuss safety issues.

#### **Parent Teacher Association (PTA)**

Help with fund-raising events, social events, and help to bring educational opportunities into the school for parents. Opportunities to help through the PTA include: Cougar Pride Week, Staff Appreciation Week, Parent-Teacher Conference Dinners, and other yearly events.

#### **Middle School Social Committee**

Middle school students enjoy social gatherings. Help plan activities for the middle school outside the regular school hours.

## **Other Volunteer Opportunities**

### **Assist with Maintenance Jobs**

- Raise or lower desks
- Help hang maps or overhead screens
- Plumbing
- Move heavy furniture

- Clean carpets
- Clean classroom chairs/desks/tables/cubbies
- Up-keep of school grounds (pull weeds, sweep pebbles, move mulch, etc.)
- Clean out lockers and re-set locker combinations at the end of school

### **Room Parent**

- Plan class parties
- Help call parents
- Check in supplies on the first day of school
- Publish class snack calendar or volunteer schedule

### **Classroom Volunteer Coordinator**

- Call parents when volunteer needs arise (can be done in the evening)

### **Assist in the Library**

- Help with bar coding
- Cover books
- Re-shelve books

### **Organize Workroom**

- Keep the workroom neat and clean on a regular basis

### **Assist with Classroom Needs**

- Listen to a child read
- Read to a child
- Help children with corrections
- Mentor\Tutor
- Research field trips
- Assemble books or packets
- Tear pages out of workbooks
- Create bulletin boards
- Wash art shirts
- Sharpen pencils
- Peel crayons
- Cut paper, string, letters shapes, etc.
- Check puzzle or game pieces
- Cover books with Contact paper
- Clean toys, pillows, etc.
- Check markers
- Make copies
- Check in work
- Laminate
- Make die-cuts
- Make props for plays

- Assist with crafts or projects
- Sew (quilts, pillow covers, costumes, curtains)
- Painting
- Make baked goods
- Speak to the class about your career
- Help with science projects in the classroom
- Help file

Note: These are just some of the tasks required. There may be other needs as determined by the area in which you are volunteering.

### **Brown Bag Volunteer**

Do you work during the day? Committee work is a great way to fulfill your hours. You could also sign up to be a “Brown Bag Parent”, completing projects for the school or classroom at home. Please let the classroom or specials teacher know that you are available for this type of service. In addition we host bi-monthly Brown Bag Pick Up Nights where we offer brown back volunteer work that you can take home over the weekend and bring back the following Monday.

### **Community Volunteers**

#### **Relatives who are not Legal Custodial Parents or Guardians**

We encourage and welcome community members to volunteer at Crown Pointe. Grandparents, aunts, uncles, neighbors, etc. are also welcome to volunteer. Their hours can be logged under your name. Anyone who is not the legal custodial parent or guardian may be required to submit have a background check done, and sign the annual volunteer agreement form.

### **Logging Hours**

Regularly logging hours spent volunteering is of the utmost importance. Log sheets are available on the CPA website or at the front office. Please return the sheet to the office **every month** so an accurate tally of the month’s total hours can be counted. You can also send an email to record your hours to [volunteer@crownpointeacademy.org](mailto:volunteer@crownpointeacademy.org). You will receive quarterly reports with the number of hours reported. Please contact the office with any questions.

### **Non-Uniform Days**

As a way to show our appreciation for volunteering, when families have completed their volunteer hours, each student in that family will receive a non-uniform certificate that can be used only on a day designated by CPA administration. There will be one designated non-uniform day each month. For each additional ten hours volunteered, students will receive an additional non-uniform certificate. When families have volunteered 150 hours or more, students in that family will receive a non-uniform certificate for each remaining month of the school year.

**Any information in this handbook that is contradictory to Crown Pointe Academy policies is null and void.**

# THANK YOU IN ADVANCE FOR PARTICIPATING IN YOUR CHILD'S EDUCATION!

## Guidelines for Crown Pointe Academy Committees 2018-2019

### **Scheduling a meeting:**

- Fill out the Facilities Use Application and submit it to the main office. The Facilities Use Committee will meet to approve the application.
- Contact the school office as soon as the application is approved and the meeting is scheduled. You can call the office during business hours or leave a message on the school voice mail. Be sure to include the committee's name, date and time of meeting and a contact person with phone number or email.
- A staff member will be scheduled to open and close the building. If a staff member is not available, you will be asked to re-schedule your meeting.
- A staff person will need to put your meeting on the Google Calendar.

### **Scheduling an Event:**

- Set a tentative first and second choice date.
- Clear the activity with office staff.
- Use of the gym needs to be scheduled far in advance to give regularly scheduled activities notice.

### **Notice in Newsletter:**

- The Update goes to families twice a month. Please use the Update as much as possible to advertise your event. This saves paper and the amount of information going home weekly in Monday folders.
- Contact Mrs. Keyes for newsletter deadlines. The information is to be sent by email to the newsletter editor (parent volunteer) in the form that you wish it to appear.
- The deadline is the Monday before publication of the Update.
- The meeting or activity date needs to be on the main calendar the third week of the month to appear in the Update's calendar for the following month.

### **Monday Folders:**

- All flyers and notices going home in Monday folders must be approved by Mr. Ouweneel.
- Forms that need to be signed and returned will be sent home paper copy one week only. If the committee or groups wishes to send this home a second week – it will be sent by email blast.
- Each organization may send home no more than one sign and return paper copy per week.
- Email blast information must go home paper copy to the families who do not receive emails at the same time the email blast goes out. The information going to the paper families must be the same as the information going to the email families. Exception: emailing a form or flyer the second week does not need to go to the paper only families.
- When committee members come to make copies, please be aware that staff has priority to the use of copy machines.
- Count and label the flyers by grade. The office can give you numbers.



- Be sure to label “designated” students or “all” students in the class. Designated students are the youngest child in the family. The flyer will go home one per family. Give the flyers to someone in the office. Office staff will put flyers in the mailboxes.
- Flyers must be in teacher’s mailboxes by the end of the day the Friday before the Monday they are to be sent home.
- **If an emergency notice must be sent home another day, it must be cleared and initialed by Mr. Ouweneel.**

#### **Information Sent Back to School**

- If your committee is requesting that parents send forms or money back to school (volunteer slips, order forms, etc.), write on the return section where the form and money is to go.

#### **Collection of Money for School Events**

- Collection of money from students by staff members must be cleared through Mr. Ouweneel for each event.
- After verbal confirmation, inform the office in writing that your group will be collecting money.
- Arrange with the office for money to be locked in the office after collection until the designated person picks up the money. Provide a marked envelope or money bag for this purpose.
- Money must be picked up from the school daily.
- No money, checks, etc. may be put in staff mailboxes.
- When requesting a check from the Financial Office to pay for an event, the money to be deposited and the request must be submitted to Mr. Ouweneel at least 2 weeks before the event. Include the amount of the check and who the check should be made out to on the request. A committee member must pick up the check from the office before 4 p.m.

#### **Agenda**

- Some committees are required by law to post an agenda at least 24 hours in advance. Please check to see if this law applies to your committee.

#### **Minutes**

- All committees must keep a record of their meetings. These minutes are turned in to the Director or to the Board representative at the end of each year.
- If Mr. Ouweneel or Mrs. Keyes did not attend the meeting of your committee, put the minutes or a summary of the meeting in Mrs. Keyes’ box no later than 3 days after the meeting. The minutes/summary can also be sent to Mrs. Keyes via email. This will assure coordination of activities at CPA.

Lastly, and most importantly, **THANK YOU** for serving on this committee and working to enhance your child’s school and education. The staff values your time and efforts and appreciates what you are doing.