



St. Johns Classical Academy

Learn the True, Do the Good, Love the Beautiful

Volunteering at SJCA

At SJCA we believe that the education of the child must involve the student, the teacher, and the parent. Parents are enthusiastically encouraged to volunteer at the campus. We ask that parent volunteers attend a volunteer orientation at the beginning of the year and undergo a fingerprint clearance before working with students.

All volunteers must have a signed and current volunteer form on file with the school. Volunteers who wish to volunteer in the classroom need to learn the teaching style of the Academy prior to assisting in the classroom.

Under **NO CIRCUMSTANCE** is it ever acceptable for a volunteer to confront a teacher about an issue when students are present. Volunteers who will tutor in a specific subject or skill will be required to receive prior training.

St. Johns encourages every adult—parents, stepparents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of St. Johns students, to act as mentors and tutors, and to instill in every student a love of learning. To this end, volunteers are responsible for knowing and understanding the contents of St. Johns family handbook and are encouraged, but not required, to participate on school committees and provide other volunteer services. As indicated on the St. Johns Classical Academy volunteer form, volunteers may be removed for conflicts of interest or violation of confidentiality. Volunteering is a privilege. The privilege of volunteering may be removed by the administrator if it is believed to be in the best interest of the school.

Volunteer Confidentiality Policy

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Principal, or a member of the Board of Directors (BOD). If a volunteer disregards this policy, the privilege of volunteering may be revoked.

St. Johns Classical Academy Volunteer Agreement

(also available on our website)

The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidences and avoiding conflicts of interest are required of all who volunteer at St. Johns Classical Academy. In doing so, we accomplish these two purposes:

- fairness to all students, faculty, staff, volunteers, and visitors
- protection of St. Johns reputation, which in turn impacts the future of our school

While volunteering shouldn't involve activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are always expected to follow the guidelines listed and maintain confidentiality. Possible situations are too numerous to specify individually. Common expectations include:

- not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor
- not participating in discussions about suspected wrongdoing by students, teachers, staff, or other volunteers
- participating in discussions regarding confidential information only in settings where such confidences can be maintained and not jeopardized (1 to 1 with volunteer supervisor or in writing to the administration)
- exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of St. Johns Classical Academy
- maintaining the confidential status of information obtained as "confidential forever"
- wearing appropriate attire
- leaving student discipline to faculty and staff
- not using volunteer time as extra QT with your students...etc.
- not grading or evaluating your own student's work
- full cooperation with your supervisor regarding but not limited to following specific directions, making judgments regarding "fairness" or "appropriateness" of assignments given, classroom management, or equity in treatment of individual students (if concerns arise these must be submitted in writing to the volunteer supervisor or the administration)
- while volunteering in the classroom no discussion of the volunteer's student may occur; if a volunteer needs to discuss his student an appointment must be scheduled through the office

All persons involved in volunteering are required to inform the academy of potential conflicts. Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from volunteering.

Volunteers at SJCA must be prepared to interact supportively and positively with students, faculty, staff, and other members of the parent community. Volunteers are required to uphold standards of dress and comportment, including:

- Full cooperation with the teacher
- Appropriate attire for the work being done.
- Not using time as a volunteer to initiate an impromptu discussion with the teacher regarding your student's performance or an opportunity for extra quality time or one on one time with your student
- Referring disciplinary matters to faculty members.

St. Johns Classical Academy takes its commitment to its scholars very seriously. Their safety and well-being are a top priority. All decisions regarding volunteer activities will reflect this priority.

Volunteers!

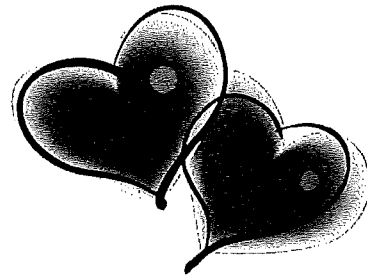
(Rights & Responsibilities)

Volunteers:

- MUST fill out a county volunteer application form yearly!
- MUST sign in and out in the school's front office.
- ARE subject to background checks at the request of the Principal.
- ALWAYS work under the supervision of a teacher or administrator.
- ARE NOT to be left alone with a child or with a class except in circumstances approved by the Principal.
- ARE NOT to discipline students but should refer the matter to the supervising teacher.
- SHOULD NOT have access to the files or permanent records of students.
- SHALL maintain strict confidentiality with all school or classroom information to which they may overhear or have access to.
- MAY NOT give medication to students.
- MAY NOT bring pre-school children, not registered at the school where they volunteer, unless permission is given by the Principal.
- MUST serve as positive role models.
- SHOULD comply with the school's dress code for teachers.
- WILL work within the guidelines established by the Superintendent and School Board.
- MUST have a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities.

Volunteers May NOT:

- Establish educational objectives.
- Evaluate student progress.
- Make decisions regarding the relevance of certain activities or procedures to the attainment of instructional objectives.
- Make decisions regarding the appropriateness of certain teaching materials.
- Have access to permanent student records and/or student grades.
- Conduct duties or tasks that belong to teachers, such as grading papers.



Policies and Procedures

POLICIES AND PROCEDURES FOR THE VOLUNTEER PROGRAM

Volunteers are a valuable asset to our schools. Volunteers might be parents, grandparents, students, retired educators, business partners, or other community members. Volunteers provide supportive and reinforcing services to students and school staff. They can share their expertise with students, provide an extra set of eyes and hands for teachers, assist students with academics, chaperone field trips, answer phones, and convey to students that everybody cares about their education. Volunteers then become representatives of the school. The following guidelines have been established by the Superintendent and should be shared with volunteers and staff working with volunteers.

- School volunteers work only at the request/discretion of the Principal or the Volunteer Coordinator. The school retains the right to accept or reject the services of a volunteer.
- Volunteers may be required by the Principal to complete the volunteer application form. Application forms should be maintained in the school where the volunteer serves. A sample form is included on the following pages.
- Volunteers should attend volunteer orientation with the school volunteer coordinator or the teacher.
- Mentors and volunteer tutors who work one-on-one with students are subject to background checks with the local law enforcement agency at the request of the Principal. Such a request must be accompanied by a completed application form.
- School volunteers should work under the supervision of a teacher or administrator.
- Volunteers are not to be left alone in charge of a class except in circumstances approved by the Principal.
- Volunteers are not to discipline students but should refer the matter to the supervising teacher or coordinator.
- The school volunteer coordinator should maintain records of volunteer service hours, duties, and training for the annual report to the Florida DOE.
- Volunteers will not have access to the files or permanent records of students.
- Volunteers are required to report to the appropriate administrator if they have reason to believe a student is being abused or is a threat to himself/herself or to others.
- Volunteers may not give medication to students.
- If volunteers are injured when acting as school volunteers, they must notify the Principal.
- Volunteers working under the supervision of a Clay County School Board employee are covered in terms of liability for their actions if performed in reasonable good faith and judgment.
- Volunteers may not bring preschoolers or children not registered at the school where they volunteer unless permission to do so has been granted by the Principal.
- Individuals who are required by a court to perform community service may not volunteer to work one-on-one with a student.
- Volunteers must always serve as positive role models.
- Volunteers' attire should comply with the school's dress code for teachers.

Reference: S.B.R. 6A-1.070; F.S. 228.093; F.S. 232.50; F.S. 232.46;

(2.33) VOLUNTEERS

1. May include, but not be limited to, parents, seniors citizens, students, grandparents, and others who assist the teacher or other members of the school staff.
2. Volunteers will work within the guidelines established by the Superintendent and the school administration and will work under the supervision of teachers and school staff members.

As provided by Florida State School Board Rules, the Principal of the school shall ensure that each volunteer and the supervising teacher or coordinator possess a clear understanding of state and district rules and policies relevant to volunteer responsibilities.

(Continues)



St. Johns Classical Academy

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Dress Code for Men & Women:

The success of St. Johns Classical Academy depends upon the level of professionalism exhibited by its employees. The Board expects all employees to dress and conduct themselves in a professional manner whenever conducting Academy business or wearing clothing or uniforms that identify them as employees of the Academy.

The Academy considers each employee's dress and demeanor to be an important factor in evaluating performance. When an employee is inappropriately dressed or does not meet the requirements of this policy, the Academy reserves the right to send the employees home to change. Employees will not be compensated for any work time missed because of failure to comply with designated school standards.

On Wednesdays, faculty and staff will be required to wear the SJCA faculty and staff uniform. Any additional days will be announced by administration. The official SJCA blazer, a white button-down dress shirt, navy professional dress bottoms (skirt or slacks) and navy or black shoes.

Employee dress policies apply to all employees – not just teachers. Only designated personnel who wear uniforms are exempt from this policy. Uniforms should be clean and pressed at the start of each day.

- Only PE teachers and coaches are permitted to wear jogging type suits and shorts. They should dress in professional attire on parent conference days, back-to-school nights, and other occasions when not teaching/coaching.
- Jeans of any color are not acceptable at any time except on designated days, (i.e. appropriate field trips, spirit day)
- No tee-shirts will be acceptable at any time except on designated days, (i.e. spirit days)
- Short are not permitted except during after-school sporting events or practice.
- Only PE teachers may wear athletic shoes on a regular basis. However, if they are appropriate for specific school activities (i.e. field days, field trips), athletic shoes may be approved. Athletic shoes may be allowed on the playground and during other times when regular dress shoes may be a hazard.
- Professional 'work style' shoes are expected. Dressy sandals permitted as long as they are not strappy, between the toes (i.e. flip flop style), or overly casual in appearance.
- Hair should be kept neat and clean; it should not impair vision not be a distraction.

- Pre-existing tattoos must be discrete; not offensive, not distracting.
- Hats or other non-religious headgear are not to be worn inside.
- Excessively tight, clinging clothing that reveals cleavage or form-fitting clothing is not permitted. This includes any type of leggings being worn as a pant. Leggings may only be worn under a dress length (to the knee or below) top.
- Good personal hygiene is required at all times. This includes wearing neat, clean clothing.
- Strong/offensive body odors or excessive use of perfume or cologne is inappropriate.

APPROPRIATE DRESS FOR WOMEN:

- Dresses and skirts cannot be higher than the top of the knee.
- Clingy, or tight-fitting, skirts and dresses are not permitted.
- Low cut, revealing blouses, see-through/sheer clothing, off-the-shoulder tops, spaghetti straps/halters, tank tops or clothing which reveals the midriff are not permitted. No décolletage.
- Leggings are not appropriate professional wear. However, fitted pants with a long top is acceptable.
- Earrings are the only visible piercing allowed; they should be appropriate and non-distracting
- Shoes should be formal or business casual (Shoes must have no less than a strap across the top of the foot, as well as a strap in the back)
- No flip-flop style shoes (strap between the toes with an open back)
- No beach and/or shower shoes with rubber or plastic on the bottom
- No Croc-style 'slides' or open backed clogs.
- Boots should be business casual.

APPROPRIATE DRESS FOR MEN:

- During the school year, male faculty and staff members will wear a collared shirt and a tie.
- Suits, blazers and sports jackets are optional
- Shirts should be tucked in at all times.
- Ties should always be worn when making a formal presentation to an audience (i.e. to parents or at a professional conference)
- Shoes should be formal or business casual.
- No flip-flop style shoes (strap between the toes with an open back)
- No beach and/or shower shoes with rubber or plastic on the bottom
- No Croc-style 'slides' or open backed clogs.
- Boots should be business casual.

Volunteer Registration



*Volunteers in the
School District
of Clay County*

Volunteer Registration
School District of Clay County—Florida

Name _____ School _____

Address _____ City _____

Telephone _____ Work Phone _____

Email Address _____

Please check: Youth (Under 21) ___ Adult (21-61) ___ Senior (Over 62) ___ Male ___ Female ___

Social Security # _____ Date of Birth _____

Name of person who can be reached in case of emergency _____

Telephone _____ Your children at this school _____

Days/Times available _____

Area desired or assigned: General Office ___ Media Center ___ Guidance ___ Classroom ___
Student Activities ___ Health Services ___ Other _____

Security Information:

1. Have you ever been convicted of a felony or other serious crime? Yes ___ No ___
2. Have you ever been convicted of a misdemeanor? Yes ___ No ___
3. Are you presently charged with a crime? Yes ___ No ___ (If you marked "yes" on #1, #2 or #3, please explain on an attached sheet.)
4. Do you consent to a criminal background check on yourself? Yes ___ No ___
5. Length of residency in Florida _____ Former resident state _____

Statement of Volunteer Service:

I am volunteering my services to the School District of Clay County in order to improve the quality of the educational system. I understand that (1) during my time serving as a volunteer, I am not employed by the Clay County School Board; (2) as a volunteer, I am not receiving unemployment compensation benefits; (3) I do not expect nor do I desire any wages or compensation for the services for which I am volunteering; (4) I have no expectations of employment with the Clay County School Board; (5) I am aware that random background checks of volunteers may be made; (6) and, if I am volunteering as a mentor, an FDLE background check may be made. As a volunteer, I agree to abide by the rules, regulations, policies, and laws of the State of Florida, the Florida State Board of Education, and the Clay County Board of Education. I agree that the aforementioned statements constitute the terms under which I am providing volunteer services; I hereby agree to these terms; and there are no understandings to the contrary.

Signature _____ Date _____

(Falsification of this application will result in the termination of your status as a volunteer)

NOTICE: The Clay County School Board is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, marital status, age, national origin, or disability. Employment of personnel in Clay County is in compliance with Federal and State Laws regarding non-discrimination and preference.