

Cherry Creek Academy Volunteer Policy

All parents/legal guardians of children at CCA shall volunteer as outlined below:

- Two parent family – 40 hours, per school year (both parents in the same household)
- Joint parenting family – 20 hours each parent, total of 40 hours, per school year (parents in separate households, but both responsible for child's care)
- Single parent family – 20 hours, per school year (one parent solely responsible for child's care)

All families shall sign a confidentiality agreement before completing any privacy-sensitive volunteer work (such as grading).

Parents shall log all hours online using the link provided on the CCA website.

Parents, Grandparents or Legal Guardians may earn volunteer hours for the following activities:

- Volunteering in the classroom
- Volunteering with individual/groups of children (please do not bring younger children with you)
- Volunteering in school sponsored events
- Volunteering with take-home work for teachers
- Volunteering with any specials teachers
- Volunteering in the lunchroom
- Volunteering as Chaperones on CCA approved field/grade trips
- Carpooling team members to a CCA sports event (must be other students in addition to your own child)
- Volunteering in CCA sports events
- Volunteering with the PTO
- Volunteering with traffic
- Volunteering on Board Committees (parents/legal guardians only)

Parents, Legal Guardians, Grandparents, and Family Members (over middle school age – 7th or 8th grade) may gain volunteer hours for the following activities:

- Volunteering on school grounds (playground clean up, etc) during off school hours
- Volunteer on summer building work

Donating your volunteer hours to another family is not permitted.

Volunteer hours may be earned for the current school year within the effective dates of July 1st through June 30th of each year.

CCA-based extra-curricular activities (i.e. Boy Scouts, Girl Scouts), conducted with the consent of the Executive Director, but not a part of the CCA curriculum, may be logged as volunteer hours.

See the attached Volunteer Hours Details and Limits page for details on activities that may earn double or triple volunteer hours.

Overnight trips/events have been designated set hours. The trip to Washington D.C. can accrue a maximum of 115 hours. The trip to Estes Park, Colorado is set at 35 hours. Any other hours for overnight trips will have to be approved by the Volunteer Coordinator, Board member, or the Executive Director.

Any family with circumstances prohibiting their ability to perform their volunteer hours must contact the Executive Director.

Any hours completed over forty hours are noted and greatly appreciated by the teachers and staff. Volunteer hours are often included in grant application criteria. We are proud of our commitment to volunteering and all our great volunteers.

Any family not completing their volunteer hours will lose sibling priority privileges and will be ineligible to vote in CCA elections.

Cherry Creek Academy

2018-19 Volunteer Confidentiality Agreement

As a volunteer assisting within Cherry Creek Academy (CCA), you have been authorized by the CCA Parent Board, Executive Director, and/or CCA staff member to perform numerous tasks in various capacities as unpaid personnel. In this capacity, you may, under limited circumstances, have access to student records, specific situations, and/or individual student information. This includes, but is not limited to, any materials that contain personally identifiable information on any student, as well as the information itself (including a student's grades and/or particular situations, in or out of the classroom).

By signing below, you agree to maintain the confidentiality of all student information that you might have access to as a school volunteer. This means that you agree **NOT** to disclose any personally identifiable student information to any person **OTHER** than the school administrator and/or staff with whom you are working. You understand and agree that your failure to maintain this confidentiality may disqualify you from further service as a CCA volunteer.

Thank you for your commitment to our school and for your compliance with these important requirements intended to protect the individual rights of all Cherry Creek Academy staff and students.

This form must be signed and on file in the school office before you can perform any volunteer work relating to confidential student information on behalf of Cherry Creek Academy.

Printed Student's Name _____ Grade _____

Printed Student's Name _____ Grade _____

Printed Student's Name _____ Grade _____

Parent/Guardian #1 Name: _____
(please print)

Parent/Guardian Signature Date

Parent/Guardian #2 Name: _____
(please print)

Parent/Guardian Signature Date

PLEASE NOTE THAT IF SOMEONE ELSE IN YOUR FAMILY VOLUNTEERS, THEY MUST ALSO FILL OUT A VOLUNTEER CONFIDENTIALITY AGREEMENT. THIS AGREEMENT IS VALID FOR THE CURRENT SCHOOL YEAR ONLY.

CCA Volunteer Hour Details and Limits

Volunteer Opportunity	Actual Hours: Hours Logged	Limit?
In-Classroom Help (as requested by teacher or room parent: classroom parties, reading assistant, etc.)	1:1	None
Teacher Help (as requested - out of classroom)	1:1	None
Classroom Party purchased item donations (as requested by teacher or room parent)	1: up to \$20, 1 hour for each additional \$20 spent	40/20*
Classroom Donation requests <not including those on the initial school supply list> (e.g. treasure box, copy paper, etc.)	1: up to \$20, 1 hour for each additional \$20 spent	40/20*
Field Trips (as approved by teachers)	1:1	None
Class Trips (as approved by teachers/admin: e.g. 8th grade DC trip, 5th Grade Keystone Science School, 6th grade Estes Park)	1:1	None
PTO Executive Board Member	1:1	None
PTO Committee Chair Member	1:1	None
Attend a PTO Meeting	1:1	None
PTO Volunteer Requests (Multicultural Festival, Scholastic Book Fair, Used Uniform Sale, etc.)	1:1	None
Thanksgiving Basket (purchased items)	1: up to \$20, 1 hour for each additional \$20 spent	40/20*
Monday Munchies (purchased items)	1: up to \$20, 1 hour for each additional \$20 spent	40/20*
Monday Munchies (homemade items)	1:1 (includes hours spent shopping & preparing items)	None
Board Member	1:1	None
Attend a Board Committee Meeting	1:1	None
Attend a Board Meeting	1:1	None
Attend other general school meetings (Town Hall, Special Informational Meetings, New Family Interview etc.)	1:1	None
Front Office Help (as requested by Administration)	1:1	None
Library Help (as requested by Mrs. Larson)	1:1	None
Download the CCA App	1:1	None
Lunchroom Volunteer	1:1	None
Traffic Volunteer	1:2	None
Crossing Volunteer	1:2	None
Snow Shoveling	1:3	None
Straight Financial Donation to CCA Foundation	1: \$20	20/10**

*40 for two-parent or joint parent families, 20 for single-parent families

**20 for two-parent or joint parent families, 10 for single-parent families