



**Apopka Christian Academy**  
**Volunteer/Chaperone Guidelines:**

- Must meet or exceed ACA Dress code standards.
- Must maintain confidentiality concerning information they see and hear concerning students and staff, including students' grades, records, and abilities.
- DO NOT discipline students. Please report discipline problems to the teacher.
- Must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- Agree to report Child Abuse or Suspected Abuse to site administrator and the Department of Children and Families 1.800.96ABUSE (1.800.962.2873).
- May not give any medications to students.
- Do not diagnose student weaknesses or strengths, prescribe activities for students, or evaluate student progress.
- Discussions with teachers should not interrupt class time.
- Are not to bring anyone unauthorized into the classroom during instruction time.
- Comments should not be written on student papers that are to be sent home.
- Should not laugh at or belittle student answers or efforts.
- Should contact ONLY school staff members with any questions or concerns regarding students.
- Are assigned only to staff members who request their services.
- Should set a good example for students by their manner, appearance, and behavior. And should be well-groomed, appropriately and modestly dressed.
- Comparing and criticizing teachers and students are not acceptable volunteer/chaperone behaviors.
- Should be in good physical and mental health.
- May not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteer/chaperones during volunteer time.
- May not conduct personal business at school.
- Should never touch students in any way that is aggressive, disciplinary or sexual in nature.
- All volunteers/chaperones must sign in and out at a location designated by the administration before proceeding to their volunteer/chaperone site during and after school hours.

\_\_\_\_\_ **Yes I have read and agree to abide by all volunteer/chaperone guidelines.**

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**Name (print - first, last and middle names)**

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**Signature**

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**Date**



## **Apopka Christian Academy** **Volunteer/Chaperone Code of Ethics**

School volunteers/chaperones are to observe all rules that students are asked to obey. School volunteers/chaperones are expected to conduct themselves as professionals. Mutual respect for students and fellow workers shall be shown. In a professional environment certain phrases will not be tolerated (i.e., “shut up”).

6B-1.06 Principles of Professional Conduct of the Education Profession in Florida.

The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida. Violation of any of these principles shall subject the individual to revocation or suspension of the individual volunteering/chaperone status or the other penalties as provided as provided by the law.

1. Obligations to the student requires that the individual:
  - Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student’s mental and/or physical health and/or safety.
  - Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - Shall not unreasonably deny a student access to diverse points of view.
  - Shall not intentionally suppress or distort subject matter relevant to a student’s academic program.
  - Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - Shall not intentionally violate or deny a student’s legal rights.
  - Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to ensure that each student is protected from harassment or discrimination.
  - Shall not exploit a professional relationship with a student for personal gain or advantage.
  - Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
  
2. Obligation to the public requires that the individual:
  - Shall take responsible precaution to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - Shall not use institutional privileges for personal gain or advantage.
  - Shall accept no gratuity, gift, or favor that might influence professional judgment.
  - Shall offer no gratuity, gift, or favor to obtain special advantages.

3. Obligation to the profession of education requires that the volunteer:

- Shall maintain honesty in all professional dealings.
- Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional beliefs or advantages or participation in any professional organization.
- Shall not interfere with an individual's exercise of political or civil rights and responsibilities.
- Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly process of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- Shall not make malicious or intentionally false statements about a student or teacher.
- Shall not use coercive means or promise special treatment to influence professional judgements of students or teachers.
- Shall not misrepresent one's own personal qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.

4. Self-report offenses:

- Volunteers are required to self-report within 48 hours to Apopka Christian Academy office any arrest/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial investigatory or adjudicatory. In addition, shall self-report any conviction finding guilt, withholding of adjudication, commitment to a pre-trial diversion program or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

\_\_\_\_\_ Yes I have read and agree to abide by the Volunteer/Chaperone Code of Ethics.

Volunteer/Chaperone Name: \_\_\_\_\_  
First, Middle, Last Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Apopka Christian Academy Volunteer/Chaperone Application

### Personal Information:

Title: \_\_\_Dr \_\_\_Miss \_\_\_Ms \_\_\_Mrs \_\_\_Mr

Last, First, and Middle Name \_\_\_\_\_ Suffix: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Driver's License No: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Gender: \_\_\_Male \_\_\_Female

Health: (any physical limitations) \_\_\_yes \_\_\_no If yes, indicate: \_\_\_\_\_

Hobbies/Interests/Skills: \_\_\_\_\_

Languages Spoken Other than English: \_\_\_\_\_

Employer: \_\_\_\_\_

Students Name: \_\_\_\_\_

### Volunteer/Chaperone Information:

Preferred Grade: \_\_\_\_\_

Type of Work preferred: \_\_\_\_\_

Indicate Which Is Most Convenient For You:

Mon \_\_\_to\_\_\_ Tues \_\_\_to\_\_\_ Wed \_\_\_to\_\_\_ Thurs \_\_\_to\_\_\_ Fri \_\_\_to\_\_\_

How Often Are You Willing To Serve In The Volunteer Program?

\_\_\_Daily \_\_\_Weekly \_\_\_Monthly \_\_\_Other: \_\_\_\_\_

## Safety Information:

To become a volunteer or chaperone at Apopka Christian Academy, a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification for volunteering, but a failure to disclose your record on your application WILL disqualify you from volunteering.

Factors such as age at the time of offense, type of offense, remoteness of the offense in time and rehabilitation will be considered when determining the suitability for volunteering.

Have you ever (as a juvenile and/or adult) been convicted or found guilty as a juvenile and/or adult of a felony offense? (DUI/DWI is a criminal offense that must be reported)	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) been convicted or found guilty as a juvenile and/or adult of a misdemeanor?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) been convicted or found guilty of an offense but you are not sure if the level is a misdemeanor or felony?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) at any time been confirmed as a child abuser by an agency?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you been arrested in the past year?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Are you currently on probation?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) entered a nolo contendere or no contest plea in a criminal proceeding?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) had a criminal record sealed or expunged?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) had adjudication withheld in a criminal or felony offense?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) had adjudication withheld in a criminal misdemeanor offense?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Are there any felony or misdemeanor charges currently pending against you other than a non-criminal traffic violation? (DUI/DWI and reckless driving are criminal offenses that must be reported)	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) been imprisoned or jailed in a criminal proceeding or pled guilty to a criminal act/charge?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or adult) at any time failed to appear in court or forfeited bond in a criminal proceeding?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever been convicted in a military court proceeding?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile or an adult) at any time been enrolled in a pretrial diversion/pretrial intervention program, any court supervised program, teen or drug program, or juvenile program? (Please be advised that your response to this question includes the requirement to list participation in any court ordered, approved or authorized program, or participation in any other alternative program for violation of any law, including but not limited to teen or drug court or juvenile program even if this participation and completion of the program results in a nolle prosequi or dismissal of the charge.)	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Do you currently have a court ordered injunction filed against you?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever paid a fine? (Other than a non-criminal traffic ticket or library fine.)	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever had a teaching certificate revoked, been placed on probation or disciplined?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever resigned in lieu of discipline or termination, been disciplined, the subject of an investigation, terminated or been non-reappointed based on inappropriate behavior from a prior employer, including military?	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or an adult) had a criminal offense occur outside the state of Florida	<input type="checkbox"/> _yes <input type="checkbox"/> _no
Have you ever (as a juvenile and/or an adult) been arrested or charged for any criminal offense where charges were withdrawn, dismissed, dropped or not prosecuted?	<input type="checkbox"/> _yes <input type="checkbox"/> _no

If the answer is yes to any of the above safety questions, you must provide information on a separate piece of paper.

I understand that I am offering my services to Apopka Christian Academy without compensation. Once I become a volunteer/chaperone, I agree to abide by all school rules, regulations and policies, either published in effect by usage and all rules, regulations and laws of the State of Florida as may be required by Florida Statutes and Florida State Board of Education. It is the policy of Apopka Christian Academy to conduct criminal history background checks for individuals who participate in volunteer activities. My signature below certifies that I agree to the above provisions and have reviewed the criminal offense statement and have provided correct information. I also understand that clearance to volunteer for Apopka Christian Academy does not equate to clearance for employment.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Apopka Christian Academy

## Volunteer Background Check Authorization and Consent Form

**Please Print or Type**

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Suffix Jr. Sr, Etc.)

Other Names Used (Maiden, Aliases): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

Present Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I understand that in connection with my application for volunteering or employment with Victory Church World Outreach Center, Inc. Victory Church may use an outside agency to research and verify the information I have provided on my application for volunteering or employment. This agency will provide a report to Victory Church.

I release Victory Church World Outreach Center, Inc. and/or its agents and any person or entity, which provides information obtained from any and all of above referenced sources used.

**Applicant's Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_