



Tulsa Classical Academy

VOLUNTEER INTEGRITY PROGRAM (V.I.P.)

WHO WE ARE AND HOW YOU CAN HELP

Thank you for your interest in volunteering with Tulsa Classical Academy. The mission of Tulsa Classical Academy is to train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue. Volunteers like you support our school and help us achieve our mission.

To get connected, please follow these three easy steps:

1. Email ptc@tulsaclassical.org. The school will connect you with the appropriate volunteer lead to determine the best fit between the school's volunteer needs and your goals, talents and availability.
2. Register and attend an in-person V.I.P. training.
3. Sign volunteer program statement sheet, volunteer contract, volunteer non-disclosure agreement and return the completed paperwork to the main office. This paperwork is due each school year.

Initial each statement:

_____ I certify that I have not been convicted in this state or any other state of any felony/misdemeanor offense.

_____ I certify that I have never been registered under any state's Sex Offender Registry.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE REGULATIONS, STANDARDS AND GUIDELINES DESCRIBED IN THIS DOCUMENT.

Volunteer Signature: _____ Date Signed (mm/dd/yy) _____

Name Printed: _____



Tulsa Classical Academy

VOLUNTEER CONTRACT

Your Name _____
Your Address City/State/Zip _____
Child/ren's Name(s) _____
Preferred Phone _____
Email _____

VOLUNTEER GUIDELINES

IN ORDER TO PROTECT THE STUDENTS AND THEIR FAMILIES AND TO ACHIEVE A PROGRAM OF HIGH QUALITY, TULSA CLASSICAL ACADEMY HAS ADOPTED THE FOLLOWING REGULATIONS AND STANDARDS FOR THOSE WHO PARTICIPATE IN THE VOLUNTEER PROGRAM TO FOLLOW.

DISTRICT REGULATIONS

1. Upon arrival at the school, volunteers must check-in at the main office, sign-in through Hall Pass, and pick up a badge and yellow volunteer lanyard authorizing them to be in the building.
2. When at the site, if a student should require assistance because of a health issue or injury, the volunteer should seek the aid of school personnel and must avoid giving medications or medical treatment to any student. For safety purposes volunteers are not to clean blood spills or come in contact with bodily fluids.
3. School staff is responsible for the overall care of students and are authorized to take care of discipline issues which arise at the school site. When discipline issues arise, volunteers must seek the assistance of school personnel.
4. While at the school site, volunteers may not promote commercial products, brand names, religious beliefs, political candidates or parties.
5. The district values every volunteer. As such, any time heavy lifting or strenuous physical tasks are necessary (e.g., lifting heavy tables or equipment), the volunteer must seek assistance from the site custodial staff.
6. Volunteers must be of appropriate age to perform volunteer duties.
7. Volunteers are expected to attend volunteer orientation at the school site.

STANDARDS & GUIDELINES

1. Tulsa Classical Academy expects a learning and work environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as models of the civic values and societal norms important to the local community.
2. The relationship between the volunteer and staff member should be one of mutual respect and bring value to the learning environment. While on campus, volunteers work under the direction and supervision of a school staff member.
3. The teacher is responsible for the content and learning techniques in the classroom, and it is important that while the volunteer is working with them, they support the teacher. A volunteer should either make an appointment or visit with the teacher to be clear on their duties when assisting.
4. Because a great deal of planning is required for preparation of student learning, volunteers need to be dependable and on time. When an absence is unavoidable, notification should be sent to the volunteer lead, teacher or office as soon as possible.
5. When it becomes necessary that a volunteer discontinue their assignment, they should notify the volunteer lead, teacher or office.
6. A safe and productive learning environment is paramount at TCA. As such, any matters of concern should be brought to the volunteer lead who will take appropriate action and inform a school administrator.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE REGULATIONS, STANDARDS AND GUIDELINES DESCRIBED IN THIS DOCUMENT.

Volunteer's Signature: _____



Tulsa Classical Academy

Volunteer Non-Disclosure Agreement

I. The Parties. This Volunteer Non-Disclosure Agreement, referred to as the “Agreement”, applies to _____, referred to as the “Volunteer”, associated with and/or involved in the activities or affairs of Tulsa Classical Academy, with a mailing address of 9238 S Sheridan Rd, City of Tulsa, State of Oklahoma, referred to as the “Volunteer Program”, with both the Volunteer and Volunteer Program collectively referred to as the “Parties”.

II. Confidential Information. All data, materials, knowledge and proprietary information generated through, originating from, or having to do with the Volunteer Program or persons associated with its activities, including contractors, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, designs, printed matter, policies, procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, whether internally between staff or outside the Volunteer Program is confidential and the sole property of the Volunteer Program.

III. Clients. Client information, including all file information, is not to be disclosed to any third party, under any circumstances, without the written consent of the Company.

IV. Damages. Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject Volunteer to dismissal from the Volunteer Program and to possible disciplinary action, prosecution, and/or monetary damages according to the procedures set by Company and any applicable laws.

The signature of the Volunteer below acknowledges his/her agreement to the aforementioned terms.

Volunteer’s Signature _____ **Date** _____

Volunteer’s Name _____