



Adopt A Class Safety Agreement

Program Overview

Our Mission: AAC connects businesses and civic groups with students in our economically challenged schools. By pairing teams with individual classrooms, our adult adopters expose the students to a breadth of experiences and training to be job and career ready. For the organization, this engagement fosters a culture of teamwork and increased knowledge of our community's needs & the challenges faced by our youth.

Our Vision: A Greater Cincinnati where all students have access to caring adults who expose them to a breadth of life and career experiences so they can unleash their full potential.

Who We Serve: Elementary and Secondary students (Pre-K - 8th grade) in schools where at least 75% of the students receive free & reduced lunch. On average, 92% of the students we serve are eligible for free or reduced meals.

How We Work: Adopting teams spend **1 hour a month** mentoring their classes, during the school day between September and May, where they engage in **educational activities**. The teams also coordinate **field trips and pen pal** with the students to spur conversation, build awareness and deepen learning.

Best Practices

Establish a positive relationship with your class by:

- Creating mutual trust and respect. Follow through with promised sessions or email teacher in advance if you need to cancel so he/she can prepare the class.
- Maintaining regular interaction and consistent support. Many of the students in our program do not receive enough stability from the adults in their lives; adopters can help fill this void with dependable, sincere, and consistent attention and concern.
- Making your time together enjoyable and fun!

Be mindful of communication. Do not make comments of any kind that relate to a student's physical appearance, development, financial or life situation. Remain neutral and non-judgmental.

No physical contact. Encouragement and friendship should be conveyed through words and gestures, not through touching.

Set Limits. The AAC program *is to take place in a group setting at all times* under the supervision of the classroom teacher or identified school staff person. *At no time (whether in person, or virtually) should an AAC adopter be alone with a student.*

Adopter Agreements

- Adopters will follow all school, district and program policies and procedures.
- No adopter will go on or participate in an in-person field trip unless they have visited their classroom in the school and checked in through the schools designated security system (i.e. LobbyGuard, Raptor, background checks).
- Adopters will maintain strict confidentiality concerning information they learn about students and staff, including student grades, records, abilities, and life/family situation.
- Adopters will not discipline students. Report discipline problems to the teacher.

- Adopters will not supervise a classroom or give permission for a student to leave a classroom.
- Adopters will set a good example for students in their manner, appearance, and behavior.
- Adopters will not take photographs of students, unless given permission by the teacher. Adopters will not post any student photographs or student information on social media without permission from the teacher.
- Adopters will not interact with any student outside of our program.
- Adopters will not give their contact information to any student nor shall they take contact information from students.
- Adopters will not transport students in vehicles.
- Adopters may not use their time with students to promote partisan politics, religious matters, or other personal affiliation.

Adopters Must Never:

- Leave the classroom with a student.
- Transport any student.
- Escort any student to the restroom.
- **Be alone with any student for any reason.**

While engaging in the program, Adopters will not engage in:

- Discriminatory or racist statements or behaviors.
- The use of alcohol or illegal drugs.
- Any unlawful activity.
- The carrying of a firearm.
- Sexual harassment including jokes, innuendos, insults, sexist or sexual remarks, the display of derogatory or pornographic pictures, leering, touching or kissing.

Volunteer Dismissal

AAC will reassign or dismiss volunteers when such action is in the best interest of AAC, the volunteer, the student and/or the school. Possible reasons for dismissal may include:

- Refusal to attend required trainings.
- Excessive tardiness.
- Disclosure of confidential information.
- The use of drugs, alcohol or other inappropriate substances.
- Involvement in any illegal activities.
- Failure to adhere to all AAC or school policies, guidelines or procedures.
- Engaging in any of the prohibited behaviors specified above or any behavior deemed inappropriate by program administrators.

Reporting Process

If any adopter has any questions or concerns about their time in the classroom, questions about appropriate behavior of ANY volunteer in the program, or any complaints about inappropriate behavior by another volunteer, a student, teacher, or AAC representative, he or she should contact Sonya Fultz, AAC Chief Executive Officer, at Sonya@aacmentors.org.

After reading the Adopt A Class Safety and Security Guidelines, **please sign and date below to indicate both you, and all of your team members have read and understand the guidelines. This must be completed and returned to AAC prior to your first mentoring session.**

As the team lead for my team, AAC has provided me with a copy of AAC's Safety Agreement outlining the programs policies and procedures. I understand that if I have questions, I will reach out to a member of the AAC staff for clarity. I understand how these procedures relate to my participation in the AAC program and I agree to abide by all stated requirements and to hold all of my team members in accordance with these guidelines. I acknowledge that I have a duty to report violations that I become aware of in accordance with safety guidelines I have just read. I acknowledge that my duty to make such prompt disclosures is a vital part of my responsibilities and that my failure to report known or reasonably suspected unlawful or improper conduct may be grounds for dismissal from the program. By signing, I understand that I am attesting to the fact that all members of my team have also read this document and will abide by all of the policies and procedures outlined.

Print Name: _____ Signature

Team Name: _____ Date:

Please provide all team members names and contact information. **

	First Name *required	Last Name *required	Email Address *required	Phone Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**No other volunteers are permitted into the adopted classroom unless their information is provided to AAC and you attest that they have been through new adopter orientation and have read this form. No volunteers are permitted to take part in an in-person field trip unless they have participated in a classroom visit and gone through the school's safety procedures (i.e. LobbyGuard, Raptor, background checks).