



ACHIEVEMENT  
CENTERS FOR  
CHILDREN  
& FAMILIES

**Volunteer Program**

# MISSION

The Achievement Centers for Children & Families is a community based organization dedicated to serving low-income children and families. Our mission is to ensure school readiness, provide skill building opportunities, promote academic achievement and support healthy lifestyles.

# ACCF DATA

- **More than 60% of our children come from single parent households**
- **More than 90% of our children qualify for free or reduced price meals**
- **More than 25% of our families earn less than \$800 a month**
- **More than 33% of our population identify Creole or Spanish as their primary language**



# **STUDENT & PARENT CONFIDENTIALITY POLICY**

All records maintained by ACCF, including hardcopy and digital versions, with respect to the children and families who are enrolled in ACCF programs and the respective educational and or academic records, as protected by the Family Educational Rights and Privacy Act (FERPA), shall be kept confidential unless shared in the duly course of duty. No member of the Board, volunteer, or employee shall divulge such confidential information to any third party without the prior written consent from the Chief Executive Officer (hereinafter “CEO”). This includes the dissemination of such information to a State or Federal agency which itself has in place a policy of confidentiality of such records.

# CHILD SAFETY & ZERO TOLERANCE POLICY

The Achievement Centers for Children & Families (hereinafter “ACCF”) maintains zero tolerance with regard to physical discipline for children enrolled at ACCF and under the direct supervision of staff.

- No volunteer may use physical discipline of any nature nor use any object to strike a child.
  - No volunteer may handle children in a rough or aggressive manner.
  - No volunteer may use threats, frightening gestures, humiliate or tease a child in an inappropriate manner.
  - Food, rest, and toileting needs cannot be associated with discipline.
- No ONE teacher, staff person or volunteer may be alone with a child at any time. A second adult must be present at all times. Management should be notified and will make provisions for coverage should a teacher have to leave the classroom for any reason.

# NON-DISCRIMINATORY POLICY

ACCF prohibits discrimination because of gender, race, color, national origin, ancestry, creed, physical or mental disability, age, or any other basis protected by federal, state, or local law. All such discrimination is unlawful and will not be tolerated. ACCF is committed to taking all reasonable steps to prevent discrimination from occurring. ACCF is an Equal Opportunity Employer and abides by the provisions of the Americans with Disabilities Act.



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# Anti-Violence & Weapon Policy

ACCF employees or volunteers who engage in violent acts or engage in behavior that threatens the safety of employees, children, or visitors in the workplace will be subject to immediate and appropriate disciplinary action, up to, and including, discharge or termination of employment and/or notification of appropriate law enforcement authorities. Violent and/or threatening behavior is defined as physically harming another, shoving, pushing, harassing, intimidating, coercing, illegally brandishing weapons, and threatening or speaking of engaging in any of said activities.

# SEXUAL & UNLAWFUL HARASSMENT POLICY

ACCF will not tolerate any form of harassment based upon an individual's race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or other protected status. For these purposes, the term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin, age, disability, genetic information, marital status, familial status, veteran status, sexual orientation or other protected status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature.



# DRESS CODE

Volunteers are responsible for reflecting a positive role model for our children and are required to dress appropriately. The following items are considered inappropriate attire for ACCF:

- Tops or shirts that have spaghetti-straps, bare the midriff or that are revealing
- Skirts, skorts, shorts or pants that are overly revealing due to length or holes
- Sheer or netted clothing
- Clothing with inappropriate or offensive advertisement/branding
- Inappropriate or distracting tattoos or piercings
- Spandex or form-fitting pants

# VOLUNTEER OPPORTUNITIES

- Homework Help/Tutor Volunteer (After School)
  - Required to be there once a week during the school year
- Special Events Volunteer (Foundation)
  - Witches Ride
  - Home Tour
  - Holiday Shops
  - Thanksgiving Meal Distribution
  - Others



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# Expectations

As a volunteer at ACCF, you are joining a dedicated team of individuals devoted to delivering outstanding services in support of children and families.

A volunteer is someone who is willing to commit time and effort to help children reach their full potential, has an open mind and an open heart, is dependable and dedicated, believes in our mission, and has a great attitude that is encouraging, supportive, helpful and kind.

Everybody can be great. Because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve.... You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love.

~Martin Luther King, Jr.

volunteerism  
nonprofit  
vibrant  
love  
volunteers  
Thank You  
community  
celebrate  
HandsOn  
friends

society  
business  
action  
service  
honor  
change  
compassion  
youth group  
skills program  
senior  
build  
hope  
diverse  
service  
connections  
service  
volunteer  
family  
prepares  
thanks  
heart  
prosperous  
difference  
retired  
mission  
corporate  
traditional  
emergency  
action



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# Contact Information

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