



Adopted: July 1, 2008

Revised: July 25, 2011

717 VOLUNTEER MANAGEMENT POLICY

I. PHILOSOPHY

The productive utilization of volunteers requires a planned and organized effort. The achievement of the goals of DaVinci Academy is best served by the active participation of citizens of the community. DaVinci Academy accepts and encourages the involvement of volunteers at all levels and within all appropriate programs and activities. All staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

II. PURPOSE

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement.

III. VOLUNTEER DEFINITION, AND REQUIREMENTS:

A Volunteer is defined as any individual who performs a service for DaVinci Academy without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. Volunteer opportunities include: field trip chaperones (day and overnight); mentoring; tutoring; and assisting in a classroom, library, computer lab, office, cafeteria, or on a playground. . Volunteers fall into one of two categories:

- (a) "Short-Term Volunteer": A Volunteer who voluntarily performs a service for DaVinci Academy for a single event, a consecutive series of days, or several nonconsecutive days for a period of one (1) week or less. Short-Term volunteers do not have unsupervised access to DaVinci Academy students. Guest speakers or presenters, invited by authorized school personnel and with the approval of the School Director or designee, shall be considered short-term volunteers subject to this policy and shall not have unsupervised access to students.

- (b) “Long-Term Volunteer”: A Volunteer who voluntarily performs a service for DaVinci Academy for longer than (1) week, on an overnight trip, or routinely throughout the entire school year, whether or not such service is performed consecutively. Long Term Volunteers will always be under the direction and supervision of a DaVinci Academy employee. Student teachers and persons completing an internship involving work with students are included under this provision.

IV. VOLUNTEER COORDINATOR

The function of the volunteer coordinator is to provide a central coordinating point for effective volunteer management within DaVinci Academy, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator shall bear primary responsibility for tracking the contribution of volunteers to DaVinci Academy. The School Director or designee shall bear the primary responsibility for determining appropriate activities for volunteers, and approving hours clocked.

V. REQUESTS FOR VOLUNTEERS

Requests for volunteers shall be submitted in writing complete with a description of work needed and a requested timeframe. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting jobs and by advance notice. This written request must be submitted to the Volunteer Coordinator, who will track interested parties, and report back to the person requesting volunteers.

VI. BACKGROUND CHECK

As appropriate for the protection of the students, all long-term volunteers will be asked to submit to and successfully complete a background check, at their own expense. Volunteers who do not agree to or successfully completes the background check may be refused assignment.

VII. ORIENTATION

All volunteers may receive a general orientation on the mission and vision of DaVinci Academy, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the position which they are accepting in that effort.

VIII. VOLUNTEER/STAFF RELATIONSHIPS

Volunteers and staff are considered to be partners in implementing the mission and vision of DaVinci Academy. It is essential for the proper operation of this relationship that each partner understands and respect the needs and abilities of

the other. Volunteers are to follow the plan DaVinci Academy staff have in place, and show a united front when students are present. Volunteers may speak with DaVinci Academy staff in private about any concerns they may have at a mutually agreed upon time. Volunteers will be asked to attend Volunteer Orientation provided at DaVinci Academy by the Volunteer Coordinator or designee periodically throughout the year.

IX. ADDITIONAL VOLUNTEER GUIDELINES

Prior to any action or statement which might significantly affect or obligate DaVinci Academy, volunteers will seek prior consultation from the School director or designee and approval from the Board of Directors. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, and grant writing. Volunteers are prohibited from entering into any agreements involving contractual or other financial obligations on behalf of DaVinci Academy.

X. SHORT AND LONG-TERM VOLUNTEERS WILL

- A. Be under the supervision of a staff member. It is the staff member's responsibility to give the volunteer a clear understanding of the duties, procedures, expectations and any other knowledge needed for performance in the school setting. A school administrator may conduct an orientation to ensure that DaVinci Academy rules are understood.
- B. Enter through the school office area and sign in. Following sign-in procedures allows school staff to know where to locate volunteers in case of an emergency and documents hours of service for volunteer recognition.
- C. Wear a nametag provided by the school while serving. Proper identification allows volunteers to be recognized and helps to ensure student safety.
- D. Follow all applicable DaVinci Academy policies and guidelines including the staff dress code and tobacco use. Volunteers serve as very important role models to students.
- E. Maintain privacy. Student privacy is protected by law. Volunteers shall not be permitted to access, review, disclose or use private student information, or participate in meetings in which private student information is discussed. Failure to respect a student's right to privacy has legal consequences.

- F. Report student safety concerns. Any indication that a student is being hurt or may hurt themselves or others should be reported to a supervisor or other appropriate staff.

XI. VOLUNTEERS WILL NOT

- A. Establish instructional objectives or lesson plans
- B. Administer corporal punishment or enforce student discipline
- C. Assume responsibility for an entire class in the absence of supervising staff
- D. Give medication