



Revised: October 28, 2024; November 18, 2021; July 25, 2011

Adopted: July 1, 2008

717 VOLUNTEER MANAGEMENT POLICY

I. PHILOSOPHY

The productive utilization of volunteers requires a planned and organized effort. 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.

DaVinci Academy reserves the right to prohibit individuals from volunteering at and/or for DaVinci Academy at any time.

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. This policy is intended for internal guidance only and does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement.

III. VOLUNTEER DEFINITION AND EXPLANATION

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 the classrooms, library, office, cafeteria, during recess, or other opportunities as designated by school staff.

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 Executive Director or designee shall bear the primary responsibility for determining appropriate activities for volunteers, and approving hours logged.

V. REQUESTS FOR VOLUNTEERS

Requests for volunteers shall be submitted to the volunteer coordinator in writing complete with a description of work needed and a requested time frame. 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 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 complete 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 respects 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 may be asked to attend Volunteer Orientation provided at DaVinci Academy by the Volunteer Coordinator or designee.

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 Executive Director or designee and approval from the Charter School Board of Directors. These actions may include, but are not limited to, public statements to the press, coalition 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. 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 document 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. Volunteers serve as important role models for 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
- E. Give snacks or gifts to students without prior approval
- F. Be present during school hours outside of volunteer commitment without prior approval from school administration