

## **Volunteer Policies and Procedures**

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at the school or school activities.

Southeastern Academy Charter School strongly encourages parent, grandparent, and guardian involvement in our school. The following policy assists our volunteers in being effective, satisfied, and successful school volunteers while maintaining the integrity of Southeastern Academy Charter School and the health and safety of our students and teachers. Volunteers in large group functions (for example, Fall Festival, Fitness Walk, etc.) may not be subject to all of the same requirements to serve.

1. All volunteers at Southeastern Academy Charter School should:
  - a. Complete a Volunteer Orientation led by the Headmaster/Principal or his/her designee
  - b. Have a Sex Offender Registry Check on file dated within the last two calendar years
  - c. Have a NC Law Enforcement Division check on file dated within the last two calendar years
  - d. Complete, sign, and date a Volunteer Information & Background Check Form
  - e. Be given a copy of the Southeastern Academy Charter School Volunteer Policy for their records
  - f. Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy
2. The Administrator or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the school. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at Southeastern Academy Charter School.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. No person who has been convicted of crimes against children, sex crimes, crimes of violence, or drug-related crimes will be allowed to volunteer at Southeastern Academy Charter School. Other criminal records will be evaluated on an individual basis by the Administrator.
5. All volunteers must report directly to the school office when they arrive and should sign in to the Volunteer Log kept there. The school office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of school administration and staff. Volunteers are expected to abide by all Board policies, procedures, and school rules when performing their assigned responsibilities. The Administrator or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the school.
9. Volunteers are to serve as positive role models. Southeastern Academy Charter School volunteers must always:

- a. Use appropriate language
  - b. Dress appropriately
  - c. Discuss age-appropriate topics
  - d. Refrain from inappropriately touching students
10. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
11. Volunteers are prohibited from administering medications of any kind to students.
12. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of school personnel.
13. Volunteers are expected to be prompt and dependable. Volunteers should notify the school office if an illness or emergency prohibits them from attending a volunteer assignment.
14. Volunteers may not take students off school property without the permission of parents and school personnel.
15. Volunteers must leave children not enrolled Southeastern Academy Charter School at home when volunteering.
16. Southeastern Academy Charter School has a zero-tolerance policy for any kind of racial, ethnic, disability, or gender discrimination by volunteers of the school.