



No.
SECTION: Community
TITLE: School Volunteers
Proposed:
Adopted: June 7, 2007

Revised: October 7, 2010
Re-Authorized: Dec. 10, 2010
Re-Authorized September
2018
Re-Authorized September
15, 2022

School Volunteers

1 PURPOSE

The Renaissance Academy Charter School recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

2 DEFINITIONS

Volunteer- A Volunteer is defined as any individual who performs a service for the school without compensation.

Volunteers can be:

- **Single-event volunteer-** one who voluntarily provides a service to the school district, without compensation, for a single event, which will be completed in one (1) to three (3) school days.
- **Short-Term Volunteer-** one who voluntarily provides a service to the school, without compensation, on an occasional basis, for a period of one (1) week or less.
- **Long-Term Volunteer-** one who voluntarily provides a service to the school, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days; the intent, however, is to use a long-term volunteer over an extended period of time throughout the year. Long term volunteers may have some unsupervised access to students while providing assistance tutoring, athletic, classroom or overnight trips activities.
- **Chaperone-** One who helps supervise children for a defined short period of time, i.e., bus chaperone, dance or field trips, or for an overnight activity, under the supervision of an employee of Renaissance Academy.

3 AUTHORITY

The Board, Administration, and the Parent Volunteer Coordinator or designee authorizes the selection and use of parents, community members, and others as volunteers to assist at the school.

4 DELEGATION OF RESPONSIBILITY

All volunteers shall be approved by the appropriate principal or designee ; a record of their names and a brief description of the service performed shall be maintained via the visitor logs (Raptor) for a period of two years.

5 GUIDELINES

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, when under the direction of a staff member. The Volunteer position is not a right, but rather a privilege, which is conferred by the Board and administration. As such, the Board or Administration may revoke this privilege at any time, with or without cause.

To assure the proper support for the volunteer program, the following minimal requirements shall apply:

1. Each building administrator or designee who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments.
2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at the school.
3. Volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history, child abuse background report and an FBI Fingerprint Clearance. The cost of which is to be paid by the Volunteer.
4. Volunteers shall meet any standards which may be established by federal, state or local government, or by the Board or Administration, from time to time. The volunteer must agree to be bound by all privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations.
5. Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of emergency.

6 FREQUENCY & OTHER LIMITATIONS

1. Under typical circumstances there should be no more than two volunteers in a classroom at any given time. If more than two volunteers are needed the requesting staff member may petition this increase through the principal or designee .
2. Each volunteer may attend one off-campus field trip each school year. If additional volunteers are not available additional attendance may be permitted through the building principal.
3. Day-to-day volunteers may be in the school one day per week maximum unless a special event is occurring and additional time onsite is needed / requested.

4. In-classroom volunteers may volunteer a maximum of three times per school year. If a volunteer is needed more than three times per school year the requesting staff member may petition this increase through the principal or designee .