



Great Oaks Academy Volunteer Policy

Purpose

Volunteers are a vital part of the culture of Great Oaks Academy. They enrich our curriculum, expand learning opportunities, and exemplify the values of self-sacrifice and service. Volunteers provide additional help for students and use their unique skills and talents to enhance our school program in various ways, including technology, finance, and facilities. Volunteers can be parents or other family members of students, or members of the community.

Basic Guidelines

- Adults wishing to volunteer at the school must complete a Volunteer Information Form, which will be kept on file at the school and renewed at the beginning of each school year.
- All volunteers must sign in and out at the front office when they arrive at and depart from the campus. On this sign in sheet they must indicate where on campus they will be serving, and with which faculty or staff member.
- A volunteer badge will be provided and must be worn at all times while present at the school.
- Volunteer hours will be scheduled ahead of time at the request of the teacher or staff member who will utilize the help. Please do not arrive unannounced.
- In order to best serve our students and faculty, volunteers at Great Oaks Academy are categorized by the level of interaction they have with students. The school requires background checks and other documentation from volunteers dependent on their volunteer level, as detailed below. The cost of fingerprinting for the purpose of a background check falls to the volunteer.

Level 1

Level 1 volunteers have no student contact and are not present on campus during the instructional day. They are not required to undergo a background check. Examples of level 1 volunteer activity include weekend site beautification, technology or office work done after hours or attendance at board meetings.

Level 2

Level 2 volunteers have very limited student contact and volunteer activity takes place in a highly public setting under the supervision of staff or faculty. Staff and faculty are responsible for ensuring that level 2 volunteers have no unsupervised contact with students. Level 2 volunteers are required to undergo a background check. Examples of level 2 volunteer activity are book fair or science fair volunteers, or assistance in the lunchroom.

Level 3

Level 3 volunteers have contact with students in a classroom setting and must always be under the direct supervision of a teacher or other staff member. Level 3 volunteers are required to undergo a background check. Examples of level 3 volunteer activity include classroom helpers, room parents, playground aides and field trip attendee, when the students stay in a large group with a faculty member.

Level 4

Level 4 volunteers have direct, sometimes unsupervised contact with students on or off campus. Level 4 volunteers are required to undergo a background check and provide a letter of reference. If they are driving to a field trip, they must also provide the school with a copy of a valid driver's license and proof of insurance. Examples of level 4 volunteer activity include field trip drivers and chaperones, field day volunteers, club sponsors, tutors, coaches, and leaders of small groups for differentiated instruction.

Volunteer Expectations

- Volunteers are role models for our students and are expected to act, speak, and dress appropriately.
- Volunteers should not give food or drink to students unless directed by a faculty member to do so.
- Volunteers should not dispense medication to students, even prescription medication. Students should be directed to a staff or faculty member for this.

- Volunteers should refrain from disciplining students. Behavior issues should be referred to a staff or faculty member.
- Volunteers should maintain the confidentiality of students and not post pictures of students to their personal social media accounts, or share pictures or personal information about students in any way.
- Volunteers must conduct all private business outside of the classroom and respect that the teacher's attention needs to be directed to the students and instruction.
- Cell phones are not to be used in the classroom, or while a volunteer has charge of a student or group of students.
- Volunteers may not make financial obligations on behalf of the school or receive reimbursement for any purchase that did not receive prior written authorization from the school director.
- Volunteers may not smoke or drink alcohol while on campus, or volunteer while under the influence of alcohol.
- Volunteers may not use school equipment for personal purposes.
- Weapons are not permitted on campus, even by a volunteer who maintains a conceal and carry license.

Denial and Termination of Volunteer Services

Clearance through the Department of Justice is required for all volunteers working with students, and these records are subject to review and monitoring. Volunteers whose prior criminal history demonstrates a risk to student safety will be denied participation in level 3 or 4 volunteering opportunities. Some examples of conditions that would prohibit volunteerism include, but are not limited to:

- Conviction or plea of no contest to any felony
- Conviction or plea of no contest to any misdemeanor that may indicate a threat to student safety or campus security.
- DWI convictions
- A pattern of charges that indicate the volunteer may pose a threat.

Registered sex offenders are barred from volunteering at Great Oaks Academy in any capacity.

The Director reserves the right to terminate the volunteer services of any individual who violates one of the volunteer expectations, or who does not pass a background check. In the case of termination, a written explanation will be provided to the volunteer.