

# Infinity Charter School

**SECTION: BOARD POLICIES & PROCEDURES**

**TITLE: VOLUNTEERS**

**APPROVED:**

## 103: VOLUNTEERS (DRAFT)

### **Purpose:**

In accordance with Infinity's philosophy of providing a quality educational program to all students, and understanding that parent and community volunteers add significantly to the ability of the school to provide that programming, the Board shall establish and approve a Volunteer Code of Conduct.

### **Responsibility and Authority:**

The Board authorizes the CEO/Director to establish and make changes to, as required, the Infinity Volunteer Code of Conduct. This Code shall be reviewed and approved by the Board annually, and shall be published in the Parent Handbook each year.

### **Definitions:**

**Volunteer:** Anyone spending time at the Infinity Charter School to assist or support teachers or staff members in school or classroom related activities. This shall include providing transportation to or from school related activities.

**Authorized Activities:** No volunteer may perform work for, or assist or support the teachers or staff of the school, unless that work or support has been approved by the school, or by the teacher or staff member for whom it is being performed.

### **Procedures:**

While Infinity understands the importance of parent and community volunteers to the success of the school, it also recognizes the legal and operational limitations, and insurance liability the use of volunteers pose for the school. For this reason, the following procedures shall be, at a minimum, part of the Infinity Volunteer Code of Conduct:

1. No volunteer may perform work, nor shall they assist or support school teachers or staff members, until they have submitted and the school has received a satisfactory 'Child Abuse Clearance' and 'Criminal Background Check' from the state.
2. No volunteer may provide transportation for students to or from school related events unless they have submitted and the school received a satisfactory 'Motor Vehicle Report' from the state.
3. All activities conducted in the school by volunteers must be authorized by the staff member for whom the work is being performed. Any work a volunteer wishes to perform for, or conduct in, the school must be pre-approved by a staff member.
4. Due to the confidential nature of much of the information, and conversations conducted between staff members, in the school's Main Office, volunteers shall not spend time in this area unless specifically requested to do so by a staff member. Once the work or activity is completed, the volunteer shall leave the Office.

**Guidelines:**

The Volunteer Code of Conduct, published annually in the Infinity Charter School's Parent Handbook shall form the basis of the official Infinity Volunteer Code of Conduct.

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