

DaVinci Academy of Science and The IArts

Policy Number: 601

Policy Section: 600 - Community

POLICY TITLE: Volunteers

Revision History

Effective Date	Action Date	Revised
8 Oct 2004	New Policy	New Policy
1 Nov 2006	Revised Policy	1 Nov 2006

1 Nov. 2017

Revised Policy

1 Nov. 2017

Volunteer Policy

Effective Date: 8 Oct 2004

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1. SCOPE

1.1 The Board recognizes that school volunteers are an important part of the educational team and can make a significant difference in the lives of students. The Board recognizes that a volunteer program can provide a rich resource of community members who can assist School faculty and staff in diverse responsibilities and expectations. Therefore, the Board authorizes the School Administration to provide opportunities for DaVinci to receive volunteer services through the PTSO, School Community Council, school/business partnerships, senior citizen organizations, retired personnel, student volunteers, community volunteers, university students and staff members, and other groups and individuals with an interest in promoting quality education as opportunity permits. Individuals who serve in authorized volunteer programs or who volunteer at the request of a school administrator, teacher, or other employee shall be considered "Volunteer Workers" and not employees of the school. The board would like to recognize and acknowledge those volunteers who give their time, talents, and knowledge to enhance the quality of education at DaVinci Academy of Science and the Arts.

2. ADMINISTRATION POLICY

A. A person may be hired to serve in a part-time capacity as a Volunteer Services Coordinator for the school and may do the following:

2.1a Provide leadership in planning volunteer services and programs to meet specific goals or purposes identified by the School Board and School Administration.

2.2a Coordinate inservice for volunteers and disseminate information related to volunteerism including research findings, program development and evaluation, and other subjects as appropriate.

2.3a Assure that volunteer resources are directed toward goals that have been agreed upon by the faculty, Board, Administration, PTSO, etc.

2.4a Maintain records on school volunteerism and volunteer hours and report accomplishments to the School Board as requested, as well as prepare an annual report on volunteer services to be given to the School Board as well as administration.

2.5a Will meet with the Administration to ensure that the goals of volunteerism are met.

B. A criminal background check shall be made prior to giving volunteers significant unsupervised access to students.

2.1b The School Administration shall initiate the background check.

2.2b The potential volunteer shall be fingerprinted and sign a waiver facilitating a search of the Utah Criminal History file.

2.3b No one who records shows a felony or misdemeanor conviction in an area which causes concern for the safety and well-being of students shall be given significant unsupervised access to students.

2.3c In the course of volunteering for DaVinci, volunteers may be asked to deal with confidential information. It is the expectation of the District that volunteers shall abide by the same confidentiality laws and policy as stated in board policies.

D. Volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school.

E. Failure to follow the direction of the School Administration or to follow applicable laws, rules, and policies may give rise to terminating the volunteer from service.

F. Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

G. At no time will school volunteers be involved in the disciplining of any students. If they have a concern, that concern should be taken to the school administrator.

3. RECOGNITION

Recognizing that the greatest gift one gives is one's self and one's time, it is vital that the Board promote the value and appreciation of volunteer involvement in our school through recognition of volunteers, who for a prolonged period of time made significant contributions and enhanced the quality of education at DaVinci. Volunteer recognition will be included on the agenda of the DaVinci School Board of Education. The Board will honor the volunteer with a certification of appreciation of that service. The Board recognition will take place up to twelve (12) times a year.

4. DEFINITIONS

"Volunteer" means any person who donates services without pay or other compensation except expenses actually and reasonably incurred as approved by the Volunteer Coordinator or School Administration.