

LEONARDO DA VINCI HEALTH SCIENCES CHARTER SCHOOL

SCHOOL VOLUNTEERS

I. STATEMENT OF PURPOSE:

Leonardo da Vinci Health Sciences Charter School very much appreciates the valuable service volunteers provide for our students and staff. LdVCS depends on its volunteers to make our charter school a special, supportive place to learn and grow.

II. GENERAL STATEMENT OF POLICY:

Parents, guardians, and the community are an integral part of the Leonardo da Vinci Health Sciences (LdVCS) enriched classroom experience. Volunteers provide numerous benefits including:

1. Enriching school experiences of individual children.
2. Providing a variety of experiences that support the instructional program.
3. Enabling teaching staff to devote more quality time to the duties of classroom teaching.
4. Showing our children that we care about their education.

As a volunteer, there is a code of ethics that must be honored. With a code of ethics, volunteers assume certain responsibilities and are expected to account for what they do during their volunteer experience. Expectations and guidelines for volunteers at LdVCS:

1. Volunteers must attend a scheduled parent workshop for parent volunteers prior to volunteering in the classroom on an annual basis.
2. Anyone who volunteers on a regular basis or is in contact with students must complete a tuberculosis risk assessment. If risk factors are identified, the person must submit to a tuberculosis examination and provide evidence that the person is free of infectious tuberculosis.
3. Volunteers must arrange with the classroom teacher the dates and times they will be in the classroom.
4. Volunteers are expected to be punctual and reliable.
5. Volunteers must notify the teacher/school if there is a change in plans.

6. Volunteers must sign in with the office prior to volunteering on campus.
7. Volunteers must display an identification tag at all times
8. Volunteers must follow the instructions of the teachers and staff.
9. Volunteers are not to use their cell phone while in the classroom.
10. Volunteers must keep matters confidential. Volunteers must maintain confidentiality outside of class. If parents ask a volunteer about a student's performance or behavior, the volunteer must refer them to the teacher. Volunteers may not discuss situations observed while acting as a volunteer with others. Any concerns should be brought to the Director.
11. Volunteers may not take photographs without teacher or staff permission.
12. Pre-school children are not allowed to be with volunteers while working in the classroom.

Volunteers who fail to follow the expectations and guidelines will be issued a warning. Volunteers who repeatedly fail to follow the expectations and guidelines may be suspended from volunteering on campus.

Original Effective: December 12, 2013
Revised: June 25, 2015