Thank you for your interest in volunteering at Spectrum Academy. To ensure a safe and supportive environment for our students, we have established the following volunteer policy:

1. **Background Check Requirement**: All volunteers must undergo a criminal background check as a condition of appointment if they will interact with children.

2. **Work Description and Compliance**: Volunteers agree to follow the direction of the Spectrum employee to whom they are assigned and adhere to all applicable laws, rules, and policies.

3. **Observation Distinction**: Volunteering differs from observing a child's class. Any desire to observe or have someone else observe a child must be arranged directly with the child’s administrator prior to the visit.

4. **Check-In/Out Policy and Badge Requirement**: Volunteers must adhere to Spectrum’s check-in/out policy and visibly wear a volunteer badge while on campus.

5. **Professional Dress Code**: Volunteers must maintain a professional appearance and adhere to Spectrum’s dress code policy.

6. **Neutrality Agreement**: Volunteers must maintain strict neutrality regarding personal beliefs, including those related to politics, religion, race, etc., while performing volunteer services.

7. **Confidentiality and FERPA Compliance**: Volunteers may be exposed to confidential student information and agree to keep such information confidential under the Family Education Rights and Privacy Act (FERPA).

8. **Workers’ Compensation and Non-Compensable Work**: Volunteers understand that any injuries sustained while volunteering will be covered exclusively by Spectrum’s workers’ compensation medical benefits, and all volunteer work is non-compensable.

9. **Termination for Non-Compliance**: Failure to follow the direction of assigned Spectrum employees or comply with applicable laws, rules, and policies may result in termination of volunteer service.

10. **Supervision Requirement**: Volunteers will be supervised by Spectrum Academy staff at all times during volunteer activities. A Spectrum Academy staff member must be present on-site or at an off-site location where volunteers are engaged in activities.
11. **Volunteer Engagement Review:** Spectrum Academy reserves the right to assess the suitability of volunteer placements based on alignment with organizational objectives and performance evaluations.
   - In cases where a volunteer's contributions are found to be incompatible with the organization's needs or standards, the organization may choose to discontinue the volunteer's involvement.
   - Volunteers whose services are discontinued will be notified respectfully and in a timely manner, with appreciation for their contributions expressed.

**Professional Conduct and Relationship Standards:**
- Volunteers must maintain professional and appropriate behavior and relationships with students, fostering a safe learning environment.
- Volunteers are not permitted to interact alone with students, administer medications, or handle personal hygiene matters.
- Any interaction with students must occur in the presence of another responsible adult and adhere to safety protocols.
- Boundary violations, including isolation with students, inappropriate jokes, favoritism, giving any unapproved gifts, exchanging personal contact information, or discussing personal beliefs, are strictly prohibited.
- Grooming, sexual battery, or any form of sexual conduct with students is illegal and will be reported to the authorities.

Thank you for your commitment to supporting our students and maintaining a safe and respectful environment at Spectrum Academy.

**DOCUMENT HISTORY**
Approved: 2/21/24
Amended/Reviewed: