



POLICIES AND PROCEDURES			
Policy: Volunteer Policy			
Approved: 2/21/24	Revised:	Index: Board of Directors	Monitoring: As Needed

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: