



Volunteer Policy

Purpose: This policy is to provide clear guidance on volunteer activity at School to protect the safety and security of students while encouraging the involvement of parents and the community.

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at Voyager or School activities. School strongly encourages parent, grandparent, guardian, and community involvement in our School. The following policy assists our volunteers in being effective, satisfied, and successful School volunteers while maintaining the integrity of Voyager and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all of the same requirements to serve.

1. All volunteers at the School are required to:
 - a) Have a Sex Offender Registry Check on file dated within the last two calendar years.
 - b) Have a background check performed through a third party vendor on file dated within the last two calendar years.
2. The Director or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at Voyager. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at Voyager.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. The Director or her/his designee will review all flagged criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at Voyager. The Director will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Director shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The Director shall document the decision.
5. All volunteers must report directly to the School office when they arrive and should sign in. The School office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of School administration and staff. Volunteers are expected to abide by all Board policies, procedures, and School

rules when performing their assigned responsibilities. The Director or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules.

8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer.

9. If there is a safety concern or an emergency situation, volunteers must immediately communicate that to someone in authority at Voyager.

10. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at Voyager. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.

11. Volunteers are to serve as positive role models and abide by the Volunteer Policy.

12. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.

13. Volunteers are prohibited from administering medications of any kind to students.

14. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of School personnel.

15. Volunteers are expected to be prompt and dependable. Volunteers should notify the School office if an illness or emergency prohibits them from attending a volunteer assignment.

16. Volunteers may not take students off School property without the written permission of parents and approval of School personnel.

17. Volunteers must leave children not enrolled School at home when volunteering.

Voyager does not tolerate any kind of racial, ethnic, disability, or gender discrimination or sexual harassment by volunteers of the school and it is expected that all volunteers will comply with Voyager's policies related to such matters. If the volunteer has been an educator, the School will ensure that they are not on the State Board of Education Revoked License list. Any individual on the State Board of Education Revoked License list shall be barred from serving as a volunteer at the School.

Board Approved:

Revised: March 23, 2023

