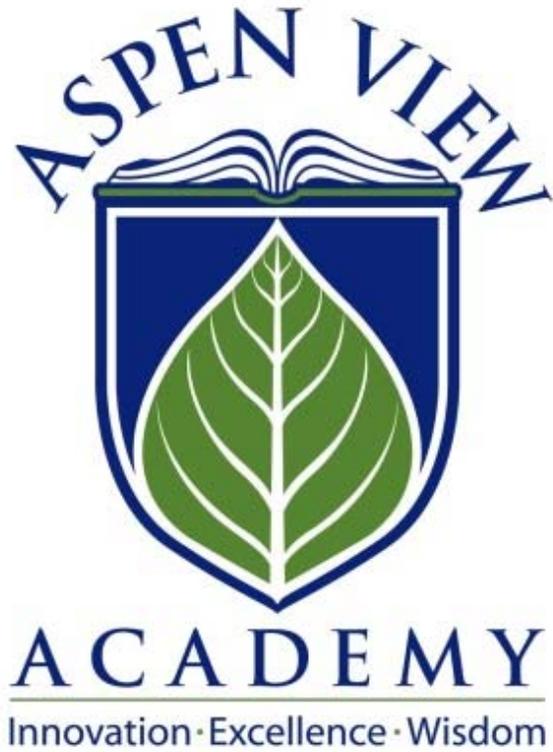


# Visitor and Volunteer Policy



November 19, 2014

**Document Revisions**

<b>Date</b>	<b>Revision Description</b>
July 31, 2012	First Draft
August 6, 2012	First Draft Reviewed
August 7, 2012	Revisions Completed and Send for Approval
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## **1 VISITOR AND VOLUNTEER POLICY PURPOSE**

The purpose of this policy is to define the rules and guidelines for AVA's Visitors and Volunteers.

AVA values the participation of parents and community members and believes there are many potential benefits which can result from increased interaction with the community. At the same time, AVA's primary concern is to create a safe environment for learning, which includes avoiding disruption to the educational process, ensuring the safety of students and staff, and protecting the facilities from misuse or vandalism. We have adopted the following policy to help enforce these principles.

## **2 VISITOR AND VOLUNTEER DEFINITIONS**

### **2.1 VISITOR DEFINITION**

A Visitor is defined as any person seeking to enter the school building or grounds who is not an employee of AVA, a member of the governing board, or a student currently enrolled at AVA.

### **2.2 VOLUNTEER DEFINITION**

A Volunteer is defined as any person contributing time, energy, or talent that benefits the school without profiting monetarily.

## **3 VISITORS AND VOLUNTEERS IN THE SCHOOL**

### **3.1 ENTERING AND EXITING THE SCHOOL**

All Visitors must enter through the office for permission to enter the school. Visitors must sign in at the front office providing their name and purpose for visiting. Visitors may also be required to provide photo identification, address, and age. Visitors may be subject to a criminal background check prior to being granted entry to the school. Visitors must also exit through the front office and sign out before exiting the school. Both custodial and non-custodial parents of a student have the right to visit their child's school unless the school receives a court order restricting such access. Visitors who are not family of a student must be accompanied by a member of the staff.

### **3.2 VISITORS TO INSTRUCTIONAL AREAS**

Classroom visits must be arranged with the teacher prior to entering the school. Because classrooms and other instructional areas are vulnerable to disruption, Visitors must carefully follow the instructions of the staff in charge of that area. Access to particular classrooms or other instructional areas of the school may be restricted at the discretion of the administration.

### **3.3 RIGHT TO DENY ACCESS**

The Administrator, or designee, has the authority to deny visiting privileges to any individual if it is deemed in the best interest of the student and/or employees. Any such individual shall be directed to leave the school premises immediately and failure to do so may result in the involvement of law enforcement authorities.

No materials are to be dispersed on campus that have not been approved by the administration. No person, group or organization will be allowed to conduct an activity on campus that has not had prior approval by the administration.

Volunteers and Visitors may be subject to a criminal background check. Volunteers placed in a position of financial responsibility may be subject to a credit check in addition to the background check.

## **4 VOLUNTEER REQUIREMENTS**

By enrolling your child at AVA, you have chosen to participate in a unique educational experience that involves both you and your child. Parents are an important element in a child's education and parent involvement is necessary for the success of the student.

### **4.1 VOLUNTEER HOURS**

AVA requires 30 volunteer hours per family per school year. Single-parent families shall be required to volunteer 15 hours per school year. The volunteer school year shall coincide with AVA's fiscal year, and hours shall accrue from July 1 through June 30. The Administrator may modify a family's volunteer hour requirement for special circumstances and at the Administrator's sole discretion. All volunteer hours must be recorded. Volunteers are responsible for tracking all hours spent volunteering for AVA.

Volunteering can be completed through a variety of means, whether it is directly assisting the teacher in the classroom, working on a school committee, driving for a field trip, assisting with building projects, helping a teacher prepare for classroom projects, babysitting while another parent volunteers, etc. Every parent has a talent to contribute for the benefit of the school and students.

Volunteer hours shall be submitted to the Committee Chair or designated staff member in charge of the activity for approval.

#### **4.1.1 VOLUNTEER HOURS (ALTERNATE FULLFILLMENT METHOD)**

Although it is AVA's desire for families to actively participate at the school to complete their volunteer hour requirements, we recognize that circumstances may not always allow this to occur. Accordingly, AVA has provided families an alternate method for fulfilling their volunteer hour requirements.

Each school year, families may elect to "buydown" their volunteer hours by making monetary contributions to AVA. Volunteer hours may be purchased at a rate of \$25.00 per volunteer hour and must be purchased in whole hour increments. Families may purchase up to a maximum of 50% of their required volunteer hours, or 15 hours per family and 8 hours per single-parent family. Payments for volunteer hours shall be made payable to the

**AVA Foundation.** Families are still required to fulfill the remaining balance of their volunteer hours through active participation as specified in Section 4.1

#### 4.1.2 DISALLOWED ACTIVITIES TOWARDS VOLUNTEER HOUR FULLFILLMENT

Although Aspen View Academy encourages and appreciates family participation at all events, the following are disallowed activities towards earning volunteer hours, unless specifically pre-approved by the AVA Volunteer Coordinator, Administration or Board:

- a) General attendance and public comment during working sessions and meetings, unless serving as a Board member, committee member, or official presenter of a scheduled agenda item. This includes, but is not limited to, attendance and public comment during working sessions and meetings of the:
  - i.) State Board of Education,
  - ii.) District Board of Education,
  - iii.) State, County, Town, other governmental or quasi-governmental agencies,
  - iv.) Aspen View Academy Board of Directors,
  - v.) DAC and SAC,
  - vi.) AVA Foundation,
  - vii.) Other AVA committees;
- b) General attendance at AVA school functions unless serving as a committee member or volunteer responsible for the organization and oversight of such event. This includes, but is not limited to, attendance at:
  - i.) AVA Gala
  - ii.) Golf tournaments
  - iii.) Spirit nights
  - iv.) Fun runs
  - v.) Award ceremonies
  - vi.) School assemblies
  - vii.) Orchestra, band, choir, or theatrical performances
  - viii.) Sporting events
  - ix.) Field days
  - x.) Curriculum nights
  - xi.) Parent-Teacher conferences
  - xii.) Other social and fundraising events;
- c) Travel time to and from committee meetings and other approved volunteer events held within Castle Rock town limits;
- d) Childcare for your own child or child of a family member during the time another family member is providing volunteer services for Aspen View Academy;
- e) Other activities not specifically listed above that are deemed unacceptable at the discretion of the AVA Board, Administration, or Volunteer Coordinator.

#### 4.2 VOLUNTEER CODE OF CONDUCT

In order to promote a safe environment in the school, Volunteers must adhere to the following rules.

#### 4.2.1 CONFIDENTIALITY

As an AVA Volunteer, you may be privy to information which has not yet been released to the general public. Volunteers are not allowed to disclose confidential information to the general public. Such information shall remain confidential until such time that the Board, Administrator or designated Communication Officer provides this information to the general public.

As a Volunteer of AVA, you may also have access to grades, records, and personal information. Any information pertaining to a child must remain confidential and stay in the classroom. It is never appropriate for a Volunteer to discuss a child's progress with anyone other than the child's teacher.

#### 4.2.2 DEPENDABILITY

All Volunteer work done for the school must be approved in advance by the Board, Administrator, or Committee Chair in charge of the sanctioned activity. It is the expectation that Volunteers will fulfill their commitments in a timely and professional manner.

When volunteering on behalf of AVA, if you are unable to attend, you must arrange for a replacement with Volunteer Coordinator and notify the Committee Chair or staff member in charge of the activity of the change.

#### 4.2.3 SUPPORT

As an AVA Volunteer, you will be in a support position. Teachers, staff and administrators are responsible for the education and safety of the students. Your role is to assist the Board, Administrator, Committee Chair, classroom teacher or staff at all times. As a volunteer, never assume the responsibility of disciplining a student. Do not use your time at school as an informal parent/teacher conference. While in the classroom, please be as helpful as possible and do not interrupt the learning process.

#### 4.2.4 REPRESENTATIVE AND ROLE MODEL

As a Volunteer, you are representing AVA. You are expected to present the school in a positive and professional manner. Volunteers shall avoid conflicts and negative interaction with the others, including students, teachers, staff, other volunteers and members of the general public. Any issues or conflicts should be immediately reported the Committee Chair, Administrator or Board.

As a Volunteer of AVA, you also serve as a role model to the students. Please act and dress accordingly. See the Staff Dress Code Policy for guidelines.

As a Volunteer of AVA, unless expressly provided to you in writing by the Administrator or Board, you do not have the authority to act as an agent of AVA, including entering into any agreements or commitments, whether written or oral, on behalf of AVA.

#### 4.2.5 SIBLINGS

In order to give your full attention to your volunteer job, please do not bring your young children along while you volunteer.

**4.2.6 SUPERVISION OF STUDENTS**

A single Volunteer should never be alone with a child or group of children. If you are working one-on-one with a student, it must be in an area where at least one other adult is present or in an open area and with the door open. This is to protect the children as well as the Volunteers, and will help ensure AVA will always be a safe environment.

**4.2.7 SAFETY PROCEDURES**

All Visitors are required to follow school safety procedures. Visitors should report dangerous situations of any kind immediately to a staff member. In the case of an emergency, a Visitor should dial 9-1-1 first. AVA has specific procedural guidelines for emergencies.

**5 RESERVATION OF RIGHTS**

AVA reserves the right to temporarily or permanently suspend Visitor and Volunteer privileges to any individual who violates the rules and guidelines set forth in this policy.