



## **FAMILY VOLUNTEER POLICY**

Meeting Street recognizes the valuable and important contribution made to the school through the volunteer assistance of family members. As such, it fully supports all initiatives aimed at recruiting and utilizing family volunteers to enhance school activities and programs, enrich the instructional program, assist teachers, and connect students with the community.

The purpose of this policy is to set forth guidelines when recruiting family volunteers for the school. While volunteerism is encouraged by the Agency, it is a privilege extended to adults under certain terms and conditions.

### **ADMINISTRATIVE AUTHORITY AND RESPONSIBILITIES**

The Head of School shall ensure that processes and procedures are developed and appropriate staff is designated to support the implementation of and adherence to this policy.

### **DEFINITIONS OF FAMILY VOLUNTEERS**

A family volunteer is any adult related to the student, over the age of 18, who wishes to donate his/her time within the school, at a school-sponsored event, or where children are present. This shall include any individuals who may be compensated privately and/or are participating in an after-school program or after school related activity or function.

### **REQUIREMENT**

To be eligible as a family volunteer, an individual must first complete a Family Volunteer Application, and an Information and Disclosure Statement. All family volunteers must also be a minimum of 18 years of age.

### **ASSIGNMENT**

Family volunteers are assigned by the Head of School and are not guaranteed placement in a specific classroom, nor for a particular activity.

### **CONFIDENTIALITY AND COMPLIANCE WITH DISTRICT RULES, REGULATIONS AND PROTOCOLS**

Family volunteers shall adhere to all Agency rules and protocols for confidentiality as well as all other rules, regulations and protocols observed by the Agency. Family volunteers shall not discuss or reveal any student/school related confidential issue or information with any third



party except with permission of the Head of School. Family volunteers shall not have access nor shall they attempt to gain, nor be given access to confidential information.

Prior to being eligible to serve as a family volunteer, the individual shall complete an orientation provided by the Head of School or his/her designee and demonstrate an understanding and agreement to comply with such rules, regulations and protocols to the Head of School's satisfaction.

### **CRITERIA TO SERVE AS A FAMILY VOLUNTEER**

All family volunteers shall have a background check, in accordance with applicable State law, to become eligible for consideration to contribute as a family volunteer for the school. The cost of the background check is the responsibility of the applicant. If the background check reveals any disqualifying information, as defined by state law, the Head of School will make a judgment regarding the qualifications and fitness of the individual to volunteer for the school based on such information and the criteria stated below. In such circumstances, the Head of School or his/her designee shall meet with the individual and explain that he/she will not be able to participate due to the information contained in the report(s).

The agency shall develop specific and fair criteria to be applied when determining the eligibility and deployment of family volunteers. Such criteria shall include:

- The needs of the school.
- The number of available family volunteers
- The school's past experience with a family volunteer.
- A family volunteer's ability and capacity, in the school's reasonable judgment, to assist and ensure a safe learning environment for students and staff.
- A family volunteer's demonstrated capacity to comply with school privacy and confidentiality requirements.

### **SAFETY AND SECURITY**

Family volunteers should not be with a student(s) unless in the presence of a classroom teacher, administrator, or appropriate school personnel. A family volunteer shall not be in a one-on-one situation with a child, during or outside of a school day.

Family volunteers must provide identification and sign in/out at the reception desk. Family volunteers shall wear the "Visitors" badge or other means of identification, as required by the school, or as directed by the Head of School.



Family volunteers shall follow and comply with all directions from the Head of School, teachers or other appropriate school personnel.

### **EXCLUSION**

This Policy shall not apply to parents observing classrooms, guest speakers, performers, newspaper reporters, vendors for school related items and alike, provided they are accompanied by the Head of School or school personnel.

### **VOLUNTEER LIABILITY AND INDEMNIFICATION**

A family volunteer shall at all times indemnify and hold harmless the Agency and its officer, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the family volunteer.

### **RECORDS RETENTION**

The school shall maintain an accurate file on each family volunteer which includes but is not limited to, signed Family Volunteer Disclosure Statements, criminal background checks and such other information as required by policy, law, rule or regulation.

### **STATEMENT OF NONDISCRIMINATION**

Meeting Street does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status.