

**SECTION: 5000 COMMUNITY RELATIONS
VOLUNTEERS**

*Policy Code: 5100
Approved: 11.15.2023*

Brevard Academy welcomes volunteers! Volunteers are key contributors to the success of our school. All volunteers must adhere to the volunteer requirements outlined below as per our Volunteer Policy. Volunteers must sign in at the front office and a volunteer visitor badge must be worn at all times if volunteering during school hours. All volunteers are expected to abide by all of the school policies outlined in this handbook.

A volunteer is anyone who provides services, without compensation or benefits of any kind of amount, on an occasional or regular basis at the School or School activities. The 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 the School and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all the same requirements to serve.

1. All volunteers at Brevard Academy are required to:
 - a. Have a background check including a Sex Offender Registry Check performed through the School's third-party vendor on file dated within the last two calendar years.
 - b. Complete, sign, and date the Volunteer Policy and Confidentiality Agreement Acknowledgement.
 - c. Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy.
2. The School 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 the School. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at the School.[1] [2]
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. The School Director or her/his designee will review all 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 the School. Brevard Academy will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, Brevard Academy 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 School Director shall document the decision.

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5. All volunteers must report directly to the School office when they arrive and should sign in as visitors. The School office and/or the background check company will provide an official badge identifying the volunteer that must be worn always.
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.
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. If there is a safety concern or an emergency, it must immediately be communicated to someone in authority at the School.
9. Volunteers shall not use information learned or acquired during volunteering for any reason other than in furtherance of their volunteer efforts at the School. 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 serving as class parent.
10. Volunteers are to serve as positive role models. Brevard Academy volunteers must always:
 - Use appropriate language
 - Dress appropriately
 - Discuss age-appropriate topics
 - Refrain from inappropriately touching students
11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of School personnel.
 - a. 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.

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- b. Volunteers may not take students off School property without the written permission of parents and School personnel.
- c. Volunteers must leave children not enrolled at the Brevard Academy at home when volunteering.

Brevard Academy does not tolerate any kind of racial, ethnic, disability, gender discrimination, or sexual harassment by volunteers of the School and it is expected that all volunteers will comply with the School's policies related to such matters.

Definitions of Volunteers

- Level I: Guest speakers, Class speakers, Contractors (supervised at all times)
- Level II: Eating lunch with students, helping in classroom/school/special event (BA staff supervised interactions only).
- Level III: All unsupervised contact with students (small group tutoring, field trips, therapy service providers)

Procedures for Background Checks

Level I and II

The person applying to volunteer at Brevard Academy will complete the initial volunteer form and indicate whether they are applying for Level I, II, or III privileges. Level I and II volunteer applicants will be submitted to the National Sex Offender Registry database for review every school year. The school will use a board-approved visitor check-in system to check volunteer IDs against the National Sex Offender Registry.

Level III

Level III volunteers will be submitted to the contracted Background Investigative Bureau, LLC (BIB) which aligns with the comprehensive background check requirements of Brevard Academy. Level III volunteers must also take part in Brevard Academy's volunteer/sub orientation and complete the required safety trainings. A yearly renewal is not necessary for Level III once an application has been submitted.