ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

# 4600 Volunteer and Visitor Policy

## Purpose

The Entheos Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. Entheos also encourages visitors to the school at the appropriate times.

## Policy

The Executive Director shall be responsible for implementing the volunteer and visitor policy set forth. Processes and protocols shall include:

- Ensuring student and staff safety while interacting with volunteers and visitors
- Ensuring volunteers and visitors are additive to the goals and purposes of Entheos education
- Documenting volunteers and visitors for in-school and off-campus activities.

Volunteers will be informed of the following

- Volunteer or visitor is required to abide by all Board policies and District guidelines while on duty as a volunteer or visiting the school (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);
- Volunteer or visitor will not be covered under any type of health insurance to cover illness or accident incurred while serving as a volunteer or visiting the school, nor is the person eligible for workers' compensation;
- Volunteers, and on occasion visitors, will be asked to sign a form releasing the District of any obligation should the volunteer or visitor become ill or receive an injury as a result of his/her volunteer services, or while visiting the school;
- Volunteers may not accept compensation from any third party or source, including, but not limited to, parents or other District support organizations, for the performance of his/her official duties as a volunteer.
- Volunteer or visitor approval is subject to
- a background check

Volunteers and visitors on campus

- Will be documented upon entry and exit
- Will be clearly identifiable to staff and students during regular school hours, student arrival times, and student departure times.

## Rights of Refusal

The Executive Director, or any member of the Entheos Admin Team, reserves the right to deny individuals the right to volunteer or visit if

1. The prospective individual's abilities do not align with District needs.
2. The administration believes the individual's attendance poses a safety concern for the students/school personnel.
3. The administration believes the individual's behavior may disrupt the learning experience of the children.

No person is to be accepted or maintained as a volunteer or visitor if he/she has been convicted of any violent or sexually related crimes.