



Good Foundations Academy

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VOLUNTEER POLICY

Purpose and Philosophy

School volunteers are an integral part of the educational team and can make a meaningful difference in the lives of students. Good Foundations Academy volunteers are an invaluable resource to teachers and students. The purpose of this policy is to outline responsibilities and expectations for those serving as volunteers at Good Foundations Academy.

Responsibilities and Expectations

- In the course of volunteering for Good Foundations Academy volunteers may be asked to deal with confidential information. All volunteers have an obligation to keep in confidence all information that pertains to the students and staff they assist.
- GFA volunteers shall represent the highest standards and values of the community in a manner characterized by trust, morality, and ethical principles.
- Serious concerns about student behavior during volunteer time should be referred to the teacher or another staff member immediately. Volunteers should not reprimand or try to discipline students. Behavior problems should be addressed by teachers and administrators only.
- Every volunteer entering the building must sign in and out with the office staff. It is very important to know who is on campus at all times. All visitors on campus should have a designated purpose for their visit, and a designated role and responsibility. Visitors may not loiter on campus or the playground. For security reasons and in case of emergencies, it is important for administration to know who is on campus and why.
- Volunteers should check with their child's teacher before bringing a younger sibling to class. We are committed to providing the best possible learning environment. Sibling participation in class will be left to individual teachers' discretion.
- Staff restrooms are available for volunteers, and they should not use student restrooms.
- The opportunity to volunteer may be denied by school administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

- Volunteers may never dismiss a student from school. Students who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and given permission for the volunteer to do so.
- Volunteers who will be given significant unsupervised access to a student in connection with their assignment are subject to GFA's Background Check and Personal Reporting of Arrests Policy. This requires, among other things, that such volunteers clear a background check prior to being granted unsupervised access to students.
- Volunteers must be 18 years of age or older.

Volunteers May Not:

- Discipline students
- Grade or correct papers
- Take charge of the classroom for any length of time without teacher supervision
- Access materials in the student's permanent or electronic file
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss student progress with parents
- Give any food to students without teacher supervision