

Title: Volunteer Policy

Control Information

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Owner/Curator	Melissa Harris
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Revision History

Revision	Date	Revision Description	Originator
A	11/13/14	Initial Release	Melissa Harris

1.1. Objective:

Muddy Creek Charter School requires 20 hours of volunteer service per family per year. This involvement promotes good school-community relations and allows us to enhance our educational program. The presence of volunteers encourages caring and respectful communication between youth and adults and it also allows the volunteer to share his/her knowledge about the educational process with the MCCS community.

The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of MCCS personnel. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the safety, welfare and educational growth of students.

1.2. Procedure:

1.2.1. Volunteers must:

- a) Complete the Volunteer Application form;
- b) Complete the criminal history background check form;
- c) Receive and read this policy.
- d) Complete training and follow guidelines outlined in the volunteer handbook.
- e) If transporting students in a privately owned vehicle, volunteers must complete the Permission for Use of Private Vehicle form.
- f) Protect student confidentiality and refrain from discussing students outside of the school setting.

1.2.2. Criminal history background checks will be processed for all volunteers. This background check must be cleared before the person may volunteer. Any confirmed criminal record or falsification of any answer on the criminal history background check shall subject the individual to termination as a volunteer.

1.2.3. Programs and instances that would require a volunteer to complete the volunteer process would include, but not be limited to:

- a) When working in the classroom setting either one-on-one with a student or with a small group of students;
- b) When working in the art room or in the gym during PE;
- c) Field trips.

- 1.2.4. Volunteers must not bring along children who are not MCCS students when volunteering in the classroom setting. Outside the classroom setting, it is at the discretion of the Executive Director.
- 1.2.5. Volunteers will not meet or take students off campus.
- 1.2.6. Volunteers will not work with students one-on-one outside of normal school hours. The exception is if there is an agreement arranged between the parent/guardian and the volunteer. The school views this arrangement as an agreement between the parent/guardian and volunteer, and not a school responsibility.
- 1.2.7. Volunteers must complete Safe Schools online training.
- 1.2.8. School employees may not volunteer to perform services on behalf of the school unless they are considered “bona fide volunteers.” An employee is a bona fide volunteer if:
 - a) The employee’s services are offered freely; and
 - b) The employee does not engage in the same or similar type of volunteer services as he/she performs in his/her regular job.

As provided by law, employees will not be permitted to volunteer to perform their regular work duties or the same type of duties off the clock and without compensation. The requirements of the Fair Labor Standards Act (FLSA) cannot be waived by the employee or the school. Employees who volunteer to perform services for the school will be required to complete the school’s Volunteer Agreement Form verifying that they are volunteering to perform services and such services are not performed in the course of their regular employment.