



VOLUNTEER POLICIES AND PROCEDURES

As a volunteer at Hope Academy, you are **required** to know the following policies and procedures:

Volunteers must always serve as role models. When serving at Hope Academy, an individual must refrain from inappropriate behaviors including, but not limited to, the following: *use of profanity, carrying weapons, making 'sexual or emotional advances' to a student, selling merchandise or actively promoting his or her business, giving gifts or money.*

Background Check: All volunteer positions require a criminal background check, which must be completed and processed before beginning.

Dress Code: Volunteers should dress appropriately for the job. If volunteers are working directly with students, dress should comply with staff dress code as "business casual."

- Men – This includes dress pants or professional looking jeans with a sweater, collared shirt, or professional looking t-shirt and dress shoes.
 - No t-shirts with writing, t-shirts must look professional.
 - Summer session attire includes nice, non-athletic shorts and a polo or button-down shirt.
- Women – This includes dress pants, skirts, dresses or professional looking jeans with a nice shirt and/or sweater and professional looking boots, shoes, or sandals.
 - No t-shirts with writing, t-shirts must look professional.
 - Leggings/Jeggings may be worn if paired with a top, cardigan, or dress that is at least down to your fingertips in length.
 - All dresses should be no shorter than a couple of inches above your knee. If your dress or skirt is shorter, you may combine it with some leggings provided the leggings extend to a couple inches above the knee (or longer).
 - Please be mindful of your neckline, no cleavage, bra straps or spaghetti straps should be able to be seen.

Sign-in/out: All volunteers must sign-in at the front desk before proceeding to their volunteer site and must wear an identifying nametag provided by the school. Before leaving, volunteers must sign-out at the front desk.

Abuse: As you build trust with your students, you may become aware of abuse in their lives. This abuse may be sexual, physical, or emotional. By law, you are required to report any suspected abuse. You can report such suspicions to the teacher, principal, or school social worker. You CANNOT promise secrecy to your student, but you must maintain his/her confidentiality by not telling other students or your own friends.

Discipline: Except for verbally and politely requesting the students' attention, volunteers are not to discipline students. It is all right to ask them not to use inappropriate or disrespectful language in your presence. All discipline concerns should be directed to the appropriate school employee (teachers, principal, staff).

Flexibility: In a school setting, there are always moving parts. On any given day, there are sick teachers, student absences, and last-minute changes to classroom schedules. As a volunteer at Hope Academy, we ask that you are flexible and willing to help where needed as we adapt to given circumstances.

Privacy: Volunteers must respect privacy of the students and students' families by not talking about a student's academic progress, behavior, or a school-related incident without permission from the student's parents/guardians. Any

discussion of a student (other than the volunteer's own child) is restricted to the student's parent or guardian, the student's teacher, the guidance counselor or another school employee or volunteer who has a need to know. When in doubt about whether information can be shared, check first with the student's teacher. Additionally, volunteers may not discuss and/or post information pertaining to individual students, staff, or situations on any social media sites.

Volunteers are not allowed to take pictures of students or with students.

Volunteers are not allowed to use student bathrooms. Please ask any staff the location of the nearest staff bathroom.

Punctuality: Volunteers should have timely arrival. It can add challenges to the plates of our staff if a volunteer is running late or does not show up as expected. We understand there are times of extenuating circumstances that prevent you from volunteering. When things do come up, please communicate any changes with the Volunteer Coordinator and/or your Hope Academy staff connection as soon as you are able.

Student Contact: Volunteers should not be left alone with a student. Volunteers should be in public, open spaces with students where they can be seen and heard. Do not ask students for their home or cell phone number, address, email address or social media information; do not give them yours. Do not socialize with your student(s) outside of school (If you would like to build a mentoring relationship with a student outside of school, please contact the volunteer coordinator). Do not give your student(s) gifts. Do not interact with students on social media. Chances of misunderstanding are high, and you do not want to be second-guessed.

Tobacco/Alcohol Use: The use of tobacco products or Alcoholic beverages by staff, students, visitors (such as volunteers), or contractors is prohibited on Hope Academy property. School property includes, but is not limited to; buildings, grounds, and vehicles owned, leased, or contracted by the school and school sponsored functions.

Touch: We strongly urge you not to initiate physical contact with your students. You may be working with young people who may not be aware of appropriate boundaries. Keep in mind that your student(s) may see your physical contact as a sign of preferential treatment.

Volunteer Dismissal:

The volunteer coordinator has the right to dismiss any volunteer who is deemed to have engaged in inappropriate behavior including, but not limited to, that described above.