



VOLUNTEER & VISITOR POLICY

SECTION 1. BEN FRANKLIN ACADEMY

MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

PURPOSE

Parents are held accountable for the success of the school. To help achieve these aims each family shall volunteer 30 combined approved volunteer hours each school year. Families with a single parent shall volunteer 15 approved volunteer hours each school year. If a divorced or separated parent is part of the Parent Voting Group for board election purposes, such a parent shall be required to volunteer 15 approved volunteer hours regardless of the other parents obligation.

As used herein the term "parent" shall include a guardian.

SECTION 2. VOLUNTEERING AT THE ACADEMY

VOLUNTEER CALENDAR

The volunteer school year shall coincident with the Academy's fiscal year. Volunteer hours accrue from July 1 to June 30 of the following year.

FIRST YEAR

Prior to July 1, 2011, up to 10 approved volunteer hours can be earned for the following school year. These hours cannot be earned for attendance at board, parent, committee, or other meetings. These volunteer hours cannot be used to gain founding family status.

APPROVED HOURS AND VOLUNTEER COORDINATOR

The principal or academic director must approve all volunteer opportunities. Approved volunteer hours can include any volunteer time that directly benefits Ben Franklin Academy. Volunteer hours can be performed for work in and out of the classroom, work

on facilities, work on school committees or any other service deemed beneficial to the school. Volunteer hours can be earned for work with the PTO. A volunteer cannot be compensated by a third party for volunteer service unless the volunteer is being paid as part of a company's pro bono or service policy.

Volunteer hours shall not be rounded up. A volunteer hour consists of a full sixty minutes of service.

A volunteer coordinator shall coordinate with the principal and the academic director to establish a database of approved volunteer opportunities. The volunteer coordinator shall work with parents to assign appropriate, approved volunteer opportunities.

BUYING VOLUNTEER HOURS

Volunteer hours shall not be sold or exchanged by the school or any individual. A proxy shall not be used. The sole exception shall be at the annual silent auction. Up to four 10-hour coupons can be auctioned. These coupons can be used to deduct 10 hours from a parent's annual volunteer requirement.

SECTION 2. VOLUNTEER CODE OF CONDUCT

In order to promote a safe environment in our school, it is essential for all school volunteers to adhere to a professional code of ethics. Each school volunteer is required to follow the rules defined in this policy. Failure to follow these rules may result in a revocation of volunteer privileges.

Before volunteering, each volunteer is required to read and sign the Ben Franklin Academy Code of Conduct. The Code of Conduct is available on the Academy's web site or in the school's front office. Please hand in the signed copy to the office manager or volunteer coordinator before beginning your first assignment.

In order to promote a safe environment in the school, all school volunteers must adhere to the following:

CONFIDENTIALITY

You may have access to grades, records, and personal information. Any information pertaining to a child must remain in the classroom. It is never appropriate for a volunteer to discuss a child's progress with anyone other than that child's teacher.

DEPENDABILITY

Be reliable. The teachers/staff have planned activities for you and the students. If something comes up, please be considerate of those depending on you and arrange for a replacement and call the office. All volunteer work at the school and in the classroom must be scheduled in advance, not on a drop-in basis.

COMMUNICATION

Your volunteer work should be a learning experience for you. When you have questions about policies and procedures ask the appropriate staff member for clarification.

SUPPORT

As a volunteer you will be in a support position. Your role is to support the classroom teacher and administration at all times. The administration, teachers and staff are responsible for the education and safety of the students at Ben Franklin Academy and they have asked for your help in achieving their objectives.

CONSISTENCY

Be consistent with Ben Franklin Academy's and the teachers' rules for behavior and the policies for the school. Always remember that the teacher is the authority in the classroom and must be supported by all the volunteers. Never assume responsibility of discipline of students. If you witness inappropriate behavior or other infraction of school rules, please report it to a staff member as defined by the Discipline Policy.

RESPECT FOR LEARNING PROCESS

Do not use your time at the school for an informal parent/teacher conference. This can be disruptive to the learning process for all the students. Please make arrangements to discuss your child's progress with the teacher at a different time. While in the classroom, please be as discreet as possible and do not interrupt the teacher.

ROLE MODEL

You are a role model for the students when you volunteer. Please act accordingly and dress appropriately (see the Employee Dress Policy for guidelines).

SIBLINGS

In order to give your full attention to your volunteer job, please do not bring your young children to the school while you volunteer. Please make other arrangements for younger children for the time you plan to be volunteering at the school. (siblings are only allowed in designated areas without special permission)

BUILDING ACCESS

Please do not enter areas designated as Staff Only unless given explicit permission to do so. The Staff Lounge is a place for the staff to be able to freely collaborate on their curriculum delivery including the needs and performance of specific students. It is inappropriate for volunteers to overhear or be involved in discussions involving specific students.

REPRESENTATION

As a volunteer, you are not an authorized agent of the school. In the course of your volunteer work at no time may you imply or state that you are a representative of the

school. You cannot make commitments on behalf of the school, unless given express written authorization, direction and terms by the Board of Directors.

VISITORS

ALL SCHOOL VISITORS

A visitor is defined as any person seeking to enter the school building who is not an employee of Ben Franklin Academy, a member of the Board of Directors or a student currently enrolled in the Academy.

All visitors shall report to the school office when arriving or leaving the school premises. Notices will be displayed indicating that all visitors are required to register with the school office and obtain authorization in order to remain on the school premises. All visitors shall be required to wear appropriate school-issued form of identification when on school premises.

Any visitor without proper identification will be directed to the front office.

VISITORS TO INSTRUCTIONAL AREAS

Access to particular classrooms or other instructional areas of the school may be restricted at the discretion of the Principal.

Because classrooms and other instructional areas are particularly vulnerable to disruption, visitors to one of those areas must carefully follow the instructions of the staff in charge of that area; failure to follow such instructions may result in the revocation of visiting privileges.

SPECIAL SITUATIONS

Both custodial and non-custodial parents of a student have the right to visit their child's school unless the school receives a court order restricting such contact.

RIGHT TO DENY ACCESS

The Principal, or his or her designee, has the authority to deny visiting privileges to any individual if it is deemed to be in the best interest of the students and/or employees. Any such Individual shall be directed to leave the school premises immediately; failure to leave the school premises upon direction may result in the involvement of and law enforcement authorities.

SECTION 4. EMERGENCY PROCEDURES

EMERGENCIES

Volunteers and visitors should report emergencies or dangerous situations of any kind immediately to a staff member. In the case of a medical emergency, a volunteer should call 911 first. Ben Franklin Academy has specific procedural guidelines for emergencies.

SUPERVISION OF STUDENTS

A single volunteer shall never be alone with a child or a group of children. If a volunteer is working one-on-one with a student, it must always be within an area where at least one other adult is present or in an open area (or with the door open). This helps to protect the children, as well as adult volunteers, and will help ensure that Ben Franklin Academy will always be a safe environment for the students.

FIELD TRIP SUPERVISION

Please refer to the Field Trip Policy for guidelines regarding volunteering on field trip.

POLICY HISTORY:

Revised: approved by the board XX/XX/XXXX

Original: approved by the board 4/5/2011