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, the arts, 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 social emotional development, character, sports, and nature.

PURPOSE
The formation of Ben Franklin Academy (BFA) was the result of the community's tremendous grassroots effort. BFA believes that the performance and success of each student is also a shared responsibility of students, teachers, parents, staff, and community leaders. Accordingly, a strong family involvement program is utilized. Volunteering not only improves students' experiences and achievements, but it also fosters a strong sense of community. The purpose of this policy is to set forth BFA's volunteer hours, visitor policies, and relevant emergency procedures.

SECTION 2. VOLUNTEERING AT BFA

VOLUNTEER HOURS
The families of BFA students are integral to the success of the school. Thus, each BFA family with student(s) in kindergarten through eighth grade is strongly encouraged to volunteer thirty (30) combined approved volunteer hours each school year. Families with a single parent are strongly encouraged to volunteer fifteen (15) approved volunteer hours each school year.

STUDENT FAMILY
For purposes of this policy, a "family" shall include parents, stepparents, a parent's domestic partner, grandparents, legal guardians, and siblings.

VOLUNTEER CALENDAR
The volunteer school year shall coincide with BFA's fiscal year. Volunteer hours accrue from July 1 to June 30 of the following year.

VOLUNTEER COORDINATION
The front office shall coordinate with the Principal, or his/her designee(s), to establish a database of approved volunteer opportunities. The front office shall work with student families to provide appropriate, approved volunteer opportunities that will be listed in a volunteer database approved by BFA.

APPROVED HOURS
The Principal or his/her designee(s) must approve all volunteer opportunities. Approved volunteer hours must directly benefit BFA and include volunteer work in the following areas: inside and outside of the classroom, in or around the school facilities, in the lunchroom, during carpool, on committees such as the Finance Committee, Grant Committee, Community Events Committee (CEC), Science, Technology, Engineering and Mathematics (STEM) Committee, School Accountability Committee (SAC), or any other standing or ad hoc committee of the Board, the BFA Parent Teacher Organization (PTO), or any other service previously deemed beneficial to the school.

A family may also earn volunteer hours for watching the child(ren) or a different BFA family during the time they are volunteering for BFA.

A volunteer may not 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 (60) minutes of service.

REPORTING VOLUNTEER HOURS
Volunteers must report all volunteer hours. Volunteers can report volunteer hours at the front office or online through BFA's volunteer management system. Verification that the reported hours were completed may be required. It is recommended that all volunteer hours are reported or logged within forty-eight (48) hours of completion, or as soon as possible, or it may be assumed that the volunteer did not perform his or her service. Volunteer hours may not be reported in advance and may be submitted only after the volunteer service has been completed. Hours performed during an overnight field trip will be entered by the front office once the hours have been completed.

SECTION 3. VOLUNTEER CODE OF CONDUCT

In order to promote a safe environment, it is essential for all volunteers to adhere to a professional code of ethics. In addition, each volunteer is required to follow the rules defined in this policy. This policy is available on BFA's website as well as in BFA's front office.

When volunteering during busy times such as lunch and recess, the volunteer's primary responsibility is to assist the staff in supervising or helping the entire student body. While BFA recognizes that volunteering is a great way to see your student during the school day, volunteers are ultimately there to support the staff with regard to their assigned duties. In order to maintain classroom routines and to ensure building security, volunteer duties are limited to the specific time and location agreed upon when signing in at the front office. Once the volunteer shift is completed, volunteers shall report directly back to the office and sign out. Volunteers are not permitted to walk students back to class, linger in the hallway, or visit other areas of the building.

Failure to comply with this policy may result in a limitation of volunteer opportunities.

SAFE ENVIRONMENT
In order to promote a safe environment at BFA, all volunteers must adhere to the following:

ID Verification
All volunteers must complete the school's ID verification process before volunteering on campus during school hours or events.

Confidentiality
Volunteers may have access to grades, records, or personal information. Any information pertaining to a student must remain confidential.

Dependability
Volunteers must be reliable. The teachers/staff have planned activities for volunteers and the students. The same is true for all volunteer opportunities. If unable to make it to a committed activity, please be considerate of others by arranging for a replacement and calling the office. All volunteer work at the school and in the classroom must be scheduled in advance. It is never appropriate to drop-in to volunteer, with the exception of opportunities listed on the Volunteer webpage.

Communication
Volunteer work should be a learning experience for everyone involved. 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 BFA, and they have asked for your help in achieving their objectives.

Consistency
Consistency in upholding BFA rules and policies along with those of the classroom is imperative. Always remember that the teacher is the authority in the classroom and must be supported by all the volunteers. Never assume responsibility for discipline of students.

If you witness inappropriate behavior or other infraction of school rules, please report it to a teacher/staff member as set forth in the Student Discipline Policy.

Respect for Learning Process
Do not use your time at the school for informal parent-teacher conference. This can be disruptive to the learning process for all 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 responsibilities, siblings are not permitted when you volunteer at the school.

Building Access
Please do not enter areas at BFA 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 BFA. In the course of your volunteer work, at no time may you imply or state that you are an approved agent of BFA. You may not make commitments on behalf of BFA, unless given express written authorization, direction, and terms by the Board.

FIELD TRIP SUPERVISION
In addition to these policies, please refer to the Field Trip Policy for additional guidelines regarding volunteering on a field trip.

SECTION 4. VISITORS

A "visitor" is defined as any person seeking to enter the school building who is not an employee of BFA, a member of the Board, or a student currently enrolled at BFA. All volunteers at BFA are visitors.

ALL VISITORS MUST CHECK IN AND OUT
All visitors shall report to the front office when arriving or leaving the school premises. Notices are displayed at the school entrances indicating that all visitors are required to register with the front office and obtain authorization in order to remain on the school premises. All visitors are required to wear appropriate school-issued identification when on school premises.

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

VISITORS MAY BE GIVEN RESTRICTED ACCESS
Access to particular classrooms or other instructional areas of the school may be restricted at the discretion of the Principal or his/her designee.

Former BFA students are welcome to visit but must have prior approval from the Administration.

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.

RIGHT TO DENY ACCESS
The Principal, or his/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 law enforcement authorities.

SPECIAL SITUATIONS
Subject to this policy, both custodial and non-custodial parents of a student have the right to visit their child's classroom unless BFA receives a court order restricting such contact.

SECTION 5. EMERGENCY PROCEDURES

EMERGENCIES

Visitors should report emergencies or dangerous situations of any kind immediately to a staff member. In the case of a medical emergency, the visitor should first call 911. BFA has specific procedural guidelines for emergencies. Please see the Ben Franklin Academy Emergency and School Safety Handbook.

SUPERVISION OF STUDENTS

A single visitor shall never be alone with a student or a group of students unless one of the following applies: 1. The volunteer is within an area where at least one other adult is present; 2. The volunteer is in an open area, such as the hallway; or 3. The volunteer is in a room with the door open. This policy helps to protect the students, as well as adult volunteers, and will help ensure that BFA will always be a safe environment for its students.

Reviewed and Approved by the Board: 02/18/2020
Reviewed and Approved by the Board: 12/20/2022
Reviewed and Approved by the Board: 9/19/2023
Reviewed and Approved by the Board: 9/15/2026
Reviewed and Approved by the Board: 10/20/2026
Accessibility: 10/08/2026- To comply with the Colorado Accessibility Law (HB 21-1110), all policy links direct you to the BFA Policy webpage, where you can find and view the applicable information.