

## Volunteer Policy

**Purpose:** *Raíces acknowledges that relationships are important and develops them not only for the success of the students but for the social self-sufficiency of the family that nurtures the child. The relationships with local community organizations, local government, and foundations are in process and evolving as the roots of this community school transform a seed to a point of endless growth of opportunities. As part of its community engagement process, Raices will recruit and accept the services of volunteers at school. The purpose of this policy is to describe how Raíces del Saber Xinachtli Community School will comply with regulations regarding the use of volunteers in schools (6.50.18.8 NMAC) and to help ensure a safe environment for students, parents, teachers, staff, and volunteers.*

**Policy:** Raíces will distinguish between regular and spontaneous volunteers in its responsibilities. The following definitions apply:

### Definitions:

- I. “Regular volunteers” means those persons, including relatives of students, who commit to volunteer on a regular basis at a school district, charter school or other educational entity without compensation.
- II. “Spontaneous volunteers” means those persons who agree to fill an urgent, temporary need for the school or without compensation and who are not pre-registered as a regular volunteer.

### **Description and Procedures:**

- I. “Regular Volunteers” - In seeking and accepting the voluntary services of qualified, interested individuals, Raices recognizes that it has basic responsibilities to the regular volunteers as well as to the students and to themselves.
  - A. The Principal or their designee(s) shall hold the responsibility to manage volunteers effectively:
    - 1) To interview all prospective regular volunteers and conduct a background check including any history of drug abuse or drug dealing, domestic violence, DUI offenses, and sex crimes;
    - 2) To provide all regular volunteers with a job description, outlining specific duties, time commitment and qualifications for acceptance as a regular volunteer;

- 3) To provide appropriate training, supervision, and evaluation of regular volunteers; and
- 4) To instruct all regular volunteers to understand that failure to honor the code of ethics and standards of professional conduct as provided in 6.60.9.8 NMAC and 6.60.9.9. NMAC concerning the obligations of school personnel is grounds for dismissal.

B. Regular volunteers shall not be allowed to begin their service until after their duties are explained to them and they have accepted in writing the following “Volunteer Pledge” acknowledging their duty as a volunteer at Raices:

- 1) to deal justly and considerately with each student, school employee or another volunteer;
- 2) to share the responsibility for improving educational opportunities for all;
- 3) to stimulate students to think and learn, but at the same time protect them from harm;
- 4) to respect the confidentiality of student records and information about students, their personal or family life;
- 5) not to discriminate or to permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition against any person while on duty as a volunteer;
- 6) to not exploit or unduly influence a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior;
- 7) to avoid giving gifts to anyone student unless all students similarly situated receive or are offered gifts of equal value for the same reason;
- 8) to avoid lending money to students;
- 9) to not have inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex and maturity of the student;
- 10) to avoid giving a ride to a student;
- 11) not to engage in sexual harassment of students, other volunteers or school employees;
- 12) not to engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises;

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