

Beekman Charter School



Visitor and Volunteer Policy

Guidelines and expectations for serving as a volunteer in our school.

VISITOR AND VOLUNTEER POLICY:

Thank you for your interest in volunteering at Beekman Charter School. Our school depends on volunteers and values their contributions. Your willingness to serve the students and staff of BCS is greatly appreciated.

Beekman Charter School strongly recommends that parents participate in volunteer opportunities at the school. Research shows that students perform at higher levels when parents are involved in the activities of the school.

Some examples of volunteer activities are:

- Parent workdays
- Reading to children
- Be a guest speaker
- Sit in classrooms, monitor students or volunteer to keep classes
- Assist in coaching youth football, baseball and basketball
- Design and maintain flower beds
- Volunteer tutoring in the evening (if qualified), when authorized by principal or designee
- Clean the grounds, paint or minor maintenance (if qualified)
- Organize and implement fundraisers
- Attend math and literacy night
- Chaperone dances or open gym nights
- Assist with organizations, such as PTO and/or Booster Club

PURPOSE:

The purpose of this policy is to define the rules and guidelines for Beekman Charter School's Visitors and Volunteers. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff, and volunteers. All volunteering relationships established through BCS must take place with students on the school campus during school hours or at other authorized school activities only.

BCS values the participation of parents and community members and believes there are many potential benefits which can result from increased interaction with the community. At the same time, BCS's primary concern is to create a safe environment for learning, which includes avoiding disruption to the educational process, ensuring the safety of students and staff, and protecting the facilities from misuse or vandalism. We have adopted the following policy to help enforce these principles.

VISITOR AND VOLUNTEER DEFINITIONS:

- Visitor: A visitor is defined as any person seeking to enter the school building or grounds who is not an employee of Beekman Charter School, a member of the governing board, or a student currently enrolled at BCS.
- Volunteer: A volunteer is defined as any person contributing time, energy, or talent that benefits the school without profiting monetarily.

ENTERING AND EXITING THE SCHOOL:

All visitors must enter through the main office for permission to enter the school and/or school grounds. Visitors must sign in at the main office providing their name and purpose for visiting. Visitors may also be required to provide photo identification, address, and age. Visitors and volunteers may be subject to a criminal background check prior to being granted entry to the school or prior to volunteering. Visitors must also exit through the main office and sign out before exiting the school. 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 access.

VISITORS TO INSTRUCTIONAL AREAS:

Classroom visits must be arranged with the teacher and approved by the principal or designee prior to entering the school. Because classrooms and other instructional areas are vulnerable to disruption, visitors must carefully follow the instructions of the staff in charge of that area. Access to particular classrooms or other instructional areas of the school may be restricted at the discretion of the principal or designee.

RIGHT TO DENY ACCESS:

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

No materials are to be dispersed on campus that have not been approved by the principal or designee. No person, group or organization will be allowed to conduct an activity on campus that has not had prior approval by the principal or designee.

VOLUNTEER EXPECTATIONS:

Volunteers are expected to:

- Sign in and wear a name tag on school grounds at all times.

- Attire should be neat, clean, comfortable and appropriate for the school setting. Be familiar with the school dress code and follow it.
- Show respect for all staff and students.
- Share concerns regarding students with the school staff only.
- Follow all other rules, codes and regulations as outlined in this policy.

Ground rules for School Facilities:

- No smoking or tobacco allowed, including on athletic fields.
- No weapons allowed.
- No drugs or alcohol allowed.
- Do not use school equipment for personal purposes.

VOLUNTEER REQUIREMENTS:

By enrolling your child at BCS, you have chosen to participate in a unique educational experience that involves both your child and you. Parents are an important element in a child’s education and parent involvement is necessary for the success of the student. Beekman Charter School encourages 20 volunteer hours per family per school year. Single-parent families are encouraged to volunteer 10 hours per school year. The volunteer school year shall coincide with BCS’s fiscal year, and hours shall accrue from July 1 through June 30. The Operations Manager may modify a family’s volunteer hour requirement for special circumstances and at the Operation Manager’s sole discretion. All volunteer hours must be recorded. Volunteers are responsible for tracking all hours spent volunteering for BCS. Please see the Operations Manager for recording volunteer hours. The Operations Manager shall be the final authority for determining the number of credit hours to be awarded for each activity.

VOLUNTEER HOURS ALTERNATE FULFILLMENT METHOD:

Although it is Beekman Charter School’s desire for families to actively participate at the school to complete their volunteer hour requirements, we recognize that circumstances may not always allow this to occur. Accordingly, BCS has provided families an alternate method for fulfilling their volunteer hour requirements.

Each school year, families may elect to “buydown” their volunteer hours by making monetary contributions to BCS. Volunteer hours may be purchased at a rate of \$10.00 per volunteer hour and must be purchased in whole hour increments. Families may purchase up to a maximum of 50% of their required volunteer hours, or 10 hours per family and 5 hours per single-parent family. Payments for volunteer hours shall be made payable to Beekman Charter School.

REWARD SYSTEM:

To show our appreciation to volunteers, Beekman Charter School provides the following incentives in exchange for volunteer hours:

- Students whose parents accumulate five credits will receive five free dress passes.
- Students whose parents accumulate ten credits will receive five free dress passes and a free t-shirt.
- Students whose parents accumulate twenty credits will receive five free dress passes, a free t-shirt, and an end of the year field trip on or off campus. Field trips will be age appropriate and vary by grade level.

VOLUNTEER CODE OF CONDUCT:

In order to promote a safe environment in the school, Volunteers must adhere to the following rules.

CONFIDENTIALITY:

As a BCS Volunteer, you may be privy to information which has not yet been released to the general public. Volunteers are not allowed to disclose confidential information to the general public. Such information shall remain confidential until such time that the Board or Administrator provides this information to the general public.

As a Volunteer of BCS, any information pertaining to a child must remain confidential. It is never appropriate for a Volunteer to discuss a child's progress with anyone other than the child's teacher or administration.

Additionally, no social media posts may communicate any confidential information.

SUPPORT:

As a BCS Volunteer, you will be in a support position. Teachers, staff, and administrators are responsible for the education and safety of the students. Your role is to assist the Board, Administration, classroom teacher, or staff at all times. As a volunteer, never assume the responsibility of disciplining a student. Any discipline issues must be handled by the classroom teacher or administration. Do not use your time at school as an informal parent/teacher conference. While on school grounds, please be as helpful as possible and do not interrupt the learning process.

REPRESENTATIVE AND ROLE MODEL:

As a Volunteer, you are representing Beekman Charter School. You are expected to present the school in a positive and professional manner. Volunteers shall avoid conflicts and negative interaction with others, including students, teachers, staff, other volunteers and members of the general public. Any issues or conflicts should be immediately reported to the Principal or designee.

As a Volunteer of BCS, you also serve as a role model to the students. Please act and dress accordingly.

As a Volunteer of BCS, unless expressly provided to you in writing by the Principal or designee, you do not have the authority to act as an agent of BCS, including entering into any agreements or commitments, whether written or oral, on behalf of BCS.

SOCIAL MEDIA:

With specific regard to social media, as a Volunteer of BCS, you must recognize that your ability to serve as a positive role model for students and as a representative of the school is critical. Social media activities may be visible to current, past, or prospective students, parents, colleagues and community members. Accordingly, you must exercise discretion when using social media (even for personal communication) when those communications can reflect on your role at the school.

Volunteers shall not use social media sites to publicly air grievances toward the school administration, the board of directors, or any employee of Beekman Charter School. Issues or problems involving specific students should not be discussed in a public manner via social media. Before posting anything or engaging in a social media conversation, please consider how your posts may reflect on you personally and how they may affect the school's reputation. If a volunteer is found to have violated the terms of this agreement and/or is found to have posted negativity towards BCS on social media, the volunteer may not be allowed to continue volunteering at BCS. Nothing in this policy shall prevent a volunteer from exercising his or her right to constitutionally protected freedom of speech and expression which may include sincerely held religious or political beliefs.

SUPERVISION OF STUDENTS:

A single Volunteer should never be alone with a child or group of children. If you are working one-on-one with a student, it must be in an area where at least one other adult

is present or in an open area and with the door open. This is to protect the children as well as the Volunteers, and will help ensure BCS will always be a safe environment.

HARASSMENT, INTIMIDATION, AND BULLYING:

The Beekman Charter School Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation. Volunteers are expected and required to respect and uphold the Beekman Charter School Policy.

Prohibited actions and behaviors include, but are not limited to:

- Harassment, intimidation and bullying (HIB): any intentional electronic, written, verbal or physical act including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, sensory, or physical disability or other distinguishing characteristics, when the intentional electronic, written, verbal or physical act:
 - Physically harms a student or employee or damages a student's or employee's property; or
 - Has the effect of substantially interfering with a student's education.

SAFETY PROCEDURES:

All Visitors and Volunteers are required to follow school safety procedures. Visitors and Volunteers should report dangerous situations of any kind immediately to a staff member. In the case of an emergency, dial 9-1-1 first. BCS has specific procedural guidelines for emergencies.

Beekman Charter School Volunteer Handbook

I have read and understand the expectations and confidentiality of being a Volunteer of Beekman Charter School outlined in this handbook. I understand that if confidentiality or expectations are violated, I may not be able to continue to offer my time as a Volunteer.

By signing this agreement, I am stating that I will not divulge information about any student or family to any person outside the school setting.

Signature: _____

Date: _____

Student's Name: _____

Student's Homeroom Teacher: _____