Rogers Adventist School Volunteer Policy

Rogers Adventist School recognizes that community members can provide valuable services by sharing their time, talents and experience.

The RAS Board approves the use of volunteers to support Roger’s Adventist School’s instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the RAS volunteer program. For the purpose of this policy, a volunteer is:

*One who voluntarily provides a service to the school without compensation. In conjunction with the classroom teacher, the principal authorizes the selection and use of parents/guardians, community members, and others, as volunteers to assist and supplement regular school programs. A volunteer shall not be considered an employee of Rogers Adventist School. The volunteer position is not a right, but a privilege and any such volunteer position may be eliminated at any time for any reason.*

All volunteers will be at least 18 years of age. Exceptions are student volunteers working as part of a class, students fulfilling a service learning or community service requirement for graduation, or student volunteers who work as part of a recognized student organization.

Volunteers serve under the direction and supervision of the principal, designated teacher, or staff member. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, or other designated employee. Approval, assignment, continuation, or termination of volunteers will be at the discretion of the teacher in conjunction with the principal.

Volunteers will only be assigned to staff who request them. Volunteers are expected to also abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The principal will provide volunteers with applicable policies, procedures, and rules before they undertake their first assignment through this volunteer policy.

**Steps to Volunteer**

1. Complete the Sterling Volunteers training at <https://www.nadadventist.org/asv>

Complete the following annually:

1. Take Driver’s License/ID Card to school office for photocopying. Original documents only.  NO photocopies will be accepted.
2. Volunteers need to wait for official clearance and assignment by the school office prior to beginning volunteer service of any kind.

**RAS Volunteer Expectations**

* Volunteers should maintain strict confidentiality concerning information they see and hear about students and staff, including students' grades, records, and abilities.
* Volunteers should set a good example for students by their manner, appearance, and behavior. They should be well-groomed, appropriately dressed, and maintain professional conduct.
* Volunteers may not give any medication to students.
* Volunteers are assigned only to staff members who request their services.
* Provide instruction to students regarding behavior. Report behavior problems to the teacher. Do not discipline students.
* Comparing and criticizing teachers or students is not acceptable volunteer behavior. If you have concerns with a teacher, please speak with that teacher directly.
* Volunteers may not take photographs of students, unless permitted by a school administrator or teacher. Never post any student photographs or student information on social networks.
* Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
* All volunteers must sign in/out and wear an identifying nametag while on a school campus.
* If volunteers have questions or concerns about their assignment, they should speak directly with the assigned teacher or principal.

The administration and staff of RAS recognize that without volunteers, we would not be able to accomplish many of the activities and events that occur throughout the school year. Your help as volunteer parents, grandparents, relatives, and friends of Rogers is highly valued. Thank you very much for giving of your time, talent, and energy. You are so appreciated and we pray that your time of service is a blessing to you and your family.

\_\_\_\_I agree to abide by the Rogers Adventist School Volunteer Policy.

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