



Volunteer Policies and Procedures

Purpose

CRA recognizes that volunteers can be very helpful to the school and faculty. Volunteerism also helps to strengthen the sense of community that is part of the foundation of CRA. Volunteers need to understand that student records, employee records, and certain other Personally Identifiable Information and school property are protected by law and school policy.

Approval of Volunteers

CRA Administration must approve all CRA volunteer opportunities for school purposes. The Administration shall ensure that all volunteers who perform work on behalf of the school are properly authorized for the work that they perform.

Requirements for Volunteering

All volunteers must acknowledge and agree to certain contingencies that authorize them to work at the school, and shall undergo a background check if directed by CRA Administration. Volunteers agree to follow each of the following policies and procedures:

- Classroom volunteer time needs to be scheduled in advance with the classroom teacher.
- A classroom volunteer acts under the direction of the classroom teacher.
- Volunteers will follow school and classroom policies and procedures.
- A volunteer will agree to undergo a criminal background check, prior to volunteering, if CRA determines that the volunteer may have unsupervised access to students.
- Volunteers will check in with the office or classroom teacher and wear a volunteer badge.
- Volunteers may not disclose, discuss, or utilize confidential information in any way other than that designated by the Administration in the specific capacity or work engaged in by the volunteer for volunteering purposes.

- The volunteer will not disclose *personally identifiable student information* to any outside party. This information includes, but not limited to: *student names, student photographs, any student performance data, and any information that a reasonable person could use to identify a student.*
- Any CRA property, tangible or intangible, including but not limited to supplies, equipment, records, access to the school facility, intellectual property, passwords, and data must be surrendered to CRA upon the school's verbal or written request.

Limitations of Volunteers

CRA volunteers, including those in the PTO, on Administrative Committees, or on Board Committees, do not make autonomous decisions. This means that CRA volunteers do not have operational control over CRA decision making, including budgeting, planning, and activities. Control over these decisions rests with CRA Administration, CRA Teachers at the classroom level, and where applicable, the CRA Board of Trustees. The CRA Administration (or Board of Trustees, where applicable) must approve major decisions or actions related to major school-sponsored events.

Classroom Visits, Observations, and Teacher Conferences

Teachers are not expected to interrupt instruction to meet with parents. Parents and other visitors need to schedule in advance with the school or the classroom teacher the date and time of all visits, observations, and parent-teacher conferences. Such visits, observations, and parent-teacher conferences are to be conducted at the discretion of the classroom teacher.