



Volunteer Policies

For the purpose of these policies, a **volunteer** is defined as a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at the school or school activities.

The purpose of these policies is to assist Riverview volunteers in being effective, satisfied, and successful school volunteers and to maintain the integrity of Riverview and the health and safety of our students and teachers.

1. All perspective volunteers at Riverview Charter School will:
 - a) attend a Volunteer Orientation led by a Leadership Team member or her/his designee;
 - b) have a SLED (South Carolina Law Enforcement Division) check on file dated within the last two (2) calendar years and a Sex Offender Registry check dated within the last two (2) calendar years;
 - c) complete, sign, and date a Volunteer Information Form;
 - d) be given a copy of the Riverview Volunteer Policies for their records;
 - e) confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with these policiesVolunteers in large group functions, for example the Twilight Run, may not be subject to all of the same requirements to serve.
2. The Director or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at Riverview. The Office Manager, Leadership Team and Volunteer Chairperson will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at Riverview.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.

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4. No person who has been convicted of crimes against children, sex crimes, crimes of violence, or drug-related violence will be allowed to volunteer at Riverview. Other criminal records will be evaluated on an individual basis by the Volunteer Chairperson, the School Director.
5. All volunteers must report directly to the school office when they arrive and should sign in to the Volunteer Log kept there. An official badge identifying a volunteer must be worn at all times. These badges are available in the office.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Director or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of school administrators and staff. Volunteers are expected to abide by all Board policies, procedures, and school rules when performing their assigned responsibilities. The Volunteer Chairperson or her/his designee shall make volunteers aware of all applicable policies, procedures, and rules at the aforementioned Volunteer Orientation before they begin their first volunteer assignment.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority.
9. Volunteers are to serve as positive role models. A Riverview volunteer must always: use appropriate language, dress appropriately, discuss age-appropriate topics, and refrain from inappropriately touching students, and adhere to all school policies.

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10. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported to the appropriate teacher or staff member.
11. Volunteers are prohibited from administering medications of any kind to students.
12. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of school personnel.
13. Volunteers are expected to be prompt and dependable. Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift.
14. Volunteers may not take students off school property without the permission of parents and school personnel.
15. Volunteers must leave children not enrolled at Riverview at home when volunteering.
16. Riverview has a zero-tolerance policy for any kind of racial, ethnic, disability, or gender discrimination.