

# POLICY AND PROCEDURE: SCHOOL VOLUNTEERS



400 W. Bell Ave; Las Cruces, NM 88005  
Telephone: (575) 526-2984  
Fax: (575) 523-5407

- I. La Academia Dolores Huerta encourages parents, guardians, family, and community members to volunteer and support instructional programs and extra-curricular activities in the schools. Volunteers work in partnership with, under the supervision of, and at the request of, La Academia Dolores Huerta staff.
- II. La Academia Dolores Huerta recognizes the value that volunteers provide to the school and to the education of students and recognizes the importance of the safety and wellbeing of its students and staff. Therefore, state and federal background checks, at the volunteer's expense, will be required for all volunteers.
  1. La Academia Dolores Huerta may require additional background investigations, involving appropriate law enforcement agencies, if the school becomes aware of facts, circumstance and/or conduct giving rise to a reasonable suspicion that a volunteer has a history that, if substantiated, may adversely affect his/her to continue as a volunteer at La Academia Dolores Huerta.
  2. La Academia Dolores Huerta employees who become aware of an accusation, criminal charge or any conviction for a felony or misdemeanor involving a volunteer, shall make that information immediately known to La Academia Dolores Huerta's Head Administrator/Business Office.
- III. Volunteers will serve under direct supervision of La Academia Dolores Huerta's staff.
- IV. Volunteers will serve in such capacity without compensation or employee benefits of any type.
- V. Volunteers must complete a volunteer packet prior to serving in a volunteer position and submit it to La Academia Dolores Huerta's Business Office.
- VI. Upon completion of the volunteer packet and background check clearance, La Academia Dolores Huerta's Business Office will contact the volunteer applicant to inform him/her they are clear to begin volunteering at La Academia Dolores Huerta.
- VII. All volunteer's background clearance will remain filed at La Academia Dolores Huerta's Business Office. Volunteer's background clearance shall remain valid unless there is a break in service exceeding one academic year. In that case, a new background check must be completed.
- VIII. All volunteers serve at the discretion of La Academia Dolores Huerta's Head Administrator without any expressed or implied privileges beyond those found in this policy and may be released from volunteering, if so deemed necessary, by La Academia Dolores Huerta's Head Administrator.

- IX. All volunteers must sign in and out of La Academia Dolores Huerta's front office and present a photo identification (e.g., driver's license, passport, military ID, etc.) when requested.
- X. All volunteers are subject to La Academia Dolores Huerta's policies and procedures set by La Academia Dolores Huerta.