

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	BP 5260 Volunteers
<b>Number</b>	BP 5260
<b>Status</b>	Active
<b>Legal</b>	Chávez/Huerta K-12 Preparatory Academy Board of Directors C.R.S. 8-40-202 C.R.S. 22-32-109.7 C.R.S. 24-10-103 (4)(a)
<b>Adopted</b>	March 14, 2017
<b>Last Reviewed</b>	March 14, 2017

The Chávez/Huerta K-12 Preparatory Academy (CHPA) Board of Directors will develop a volunteer program to support CHPA's instructional programs and extracurricular activities. The purpose of the volunteer program shall be to:

1. Assist employees in providing more individualized instruction.
2. Enrich the instructional program.
3. Build an understanding of school programs among interested community members and parents, thus stimulating widespread involvement in CHPA's educational programs.
4. Strengthen CHPA school/community relations.

A volunteer is a person who works without pay on an occasional or regular basis at CHPA or other CHPA functions to support the efforts of professional personnel. Such a volunteer worker shall serve in that capacity without employee benefits of any type. Pursuant to state law, some volunteers may be covered by Workers' Compensation and liability protection.

Volunteers may be involved in many facets of CHPA operations, from working with students on a one-to-one basis under the immediate supervision of a qualified employee to performing tasks not involving students. Tasks may involve services in the library, classroom, athletics, music, school play, kindergarten programs or assisting on field trips and similar activities under the immediate supervision of a qualified employee.

Services of volunteers may be accepted and supervised by the Executive Director, Principals, Assistant Principals, department managers or persons designated by these individuals to handle this responsibility.

Volunteers are expected to comply with all CHPA Board policies and regulations.

Volunteers shall be required to make written application for specified services and such services must be approved in writing by the Human Resources Director or designee. The completed application forms shall be retained by the Human Resources Department.

Volunteers are subject to all background checks and pre-employment screenings.

**Last Revised**      January 19, 2017

AP 5260 Volunteers is required