

## Attachment 2

### VOLUNTEER POLICY

#### I. DEFINITIONS:

**A. “Regular volunteers”** means those persons, including relatives of students, who commit to serve on a regular basis at New Mexico School for the Arts without compensation.

**B. “Spontaneous volunteers”** means those persons who agree to fill, temporary need for NMSA without compensation and who are not pre-registered as a regular volunteer.

#### II. POLICY FOR REGULAR VOLUNTEERS:

**A.** NMSA makes extensive use of regular volunteers for many of its programs. In seeking and accepting the voluntary services of interested individuals, NMSA recognizes that it has basic responsibilities to the regular volunteers as well as to the students and to itself.

**B.** NMSA shall be responsible for organizing and managing its own regular volunteer program subject to the following rules:

(1) NMSA shall provide a questionnaire to all prospective regular volunteers to determine any history, but not limited to, drug abuse or drug dealing, domestic violence offenses, DUI offenses, and sex crimes;

(2) NMSA will also do a background check including, but not limited to, any history of domestic violence offenses, DUI offenses, and sex crimes;

(3) When appropriate, NMSA shall provide all regular volunteers with a job description;

(4) NMSA shall provide appropriate training, supervision and evaluation of regular volunteers; and

(5) NMSA shall instruct all regular volunteers to understand that failure to obey the code of ethics and standards of professional conduct as provided in 6.60.9.8 NMAC and 6.60.9.9 NMAC concerning the obligations of school personnel is grounds for dismissal.

**C.** Regular volunteers shall not be allowed to begin their service until after their duties are explained to them and they have accepted in writing the following volunteer pledge:

(1) I will deal justly and considerately with each student, school employee or other volunteer;

(2) I will share the responsibility for improving educational opportunities for all;

(3) I will stimulate students to think and learn, but at the same time protect them from harm;

(4) I will respect the confidentiality of student records and information about students, their personal or family life;

(5) I will not discriminate or permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition against any person while I am on duty as a volunteer;

(6) I will not exploit or unduly influence a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior;

(7) I will not give gifts to any one student unless all students similarly situated receive or are offered gifts of equal value for the same reason;

(8) I will not lend money to students;

(9) I will not have inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex and maturity of the student;

(10) I will not give a ride to a student;

(11) I will not engage in sexual harassment of students, other volunteers or school employees;

(12) I will not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises;

(13) I will not possess or use tobacco, alcohol or illegal drugs while on school property or during school events off premises;

(14) I will use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable law, policies and rules;

(15) it is my duty to avoid any violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct when on school property or off campus at school functions;

(16) I will not use school information technology equipment, hardware, software or internet access for other than a school related purpose;

(17) I will not strike, assault or restrain students unless necessary in the defense of self or others;

(18) I will not use inflammatory, derogatory or profane language while on school property or while attending school events off premises;

(19) I will not bring or possess firearms or other weapons on school property;

(20) I will not be under the influence of alcohol or illegal drugs on school property or at school events off premises; and

(21) I will report, as appropriate under the circumstances, violations of this pledge by other regular volunteers or school employees.

**D.** Regular volunteers are not subject to the discharge/termination provisions of the School Personnel Act, and may be dismissed at any time, for any reason.

**E.** Spontaneous volunteers are not subject to these rules, but spontaneous volunteers must be supervised at all times by an employee or regular volunteer of the school.

**HISTORY: 6.50.18 NMAC (2010)**