

Little Rock Christian Academy SCHOOL VOLUNTEER GUIDELINE

Volunteers are integral to the success of Little Rock Christian Academy (“LRCA”).

We deeply respect and encourage the many efforts of our exceptional volunteers who give so willingly of their time to the staff and students of LRCA.

LRCA encourages and promotes the use of school volunteers in order to expand and enhance parental and community involvement within our schools while maintaining safety and security for students and staff.

The sole purpose of this policy is to assist volunteers in the performance of their support for LRCA. Nothing in this policy shall be deemed to create a contract between the school volunteer and LRCA. Nor shall this policy in any way affect the ability or right of LRCA to terminate its association with any volunteer for any reason with or without cause.

A “school volunteer” is defined as an individual who performs a service functioning within LRCA without compensation, remuneration or other consideration, and who shall serve under the immediate supervision and direction of the professional staff of LRCA to whom he/she is assigned. LRCA volunteers shall serve without benefits of any type accorded to employees of LRCA. Volunteer opportunities include but are not limited to: field trip chaperones (day and overnight); mentoring; tutoring; assisting in a classroom, library, computer lab, office, cafeteria, or on a playground or other designated duties. Participation in Warrior Club, school advisory committees, Parent Teacher Association, Fine Arts Council or similar activities that occur outside of school hours and are not school sponsored activities are not covered under the provisions of this volunteer policy. A LRCA volunteer need not be a parent of a student enrolled at LRCA.

An individual who wishes to volunteer at LRCA shall apply in writing and be approved by the principal or his or her designee prior to serving at LRCA. All volunteers must complete, sign, and date a LRCA Volunteer Program Registration Form and authorize a background check before beginning service as a LRCA volunteer. No LRCA volunteer may begin service until completion of the background check is complete. Principals will ensure that an orientation session be provided annually. Volunteer orientation will include (but not be limited to):

- Volunteers must sign in and out at a designated location in the school before proceeding to their volunteer sites.
- Volunteers must wear an identifying badge.
- Volunteers will always: use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member); and refrain from giving students gifts or rewards and refrain from developing instructional objectives or

lesson plans. Due to food allergies and sensitivities, LRCA volunteers are to refrain from giving a student anything to eat or drink without a teacher's or staff member's approval.

- Volunteers will serve as positive role models.
- Volunteers should be prompt and dependable. Should illness or an emergency occur; please notify the front office of your planned absence.
- The dress code for volunteers should be appropriate yet comfortable for any task that may be undertaken.
- Volunteers must keep confidential any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must be told to someone in authority immediately. Volunteers are to be held to professional standards for maintaining the confidentiality of student records and will not be given access to student records.
- Volunteers will not be asked to assume responsibility for an entire class in the absence of supervising staff, give medication to students, or use their private vehicle for student transportation.

In order to protect the safety and security of children and LRCA staff, volunteer applicants must submit to a criminal background investigation using his/her date of birth, and Social Security number. Background checks will be conducted no less than every three (3) years and the LRCA volunteers are required to execute any documents LRCA may require to obtain such information in the future. The background checks will not be disseminated to unauthorized personnel. LRCA reserve the right to refuse a LRCA volunteer position on the basis of what it deems to be an unsatisfactory background check.

LRCA volunteers are not covered by workers' compensation insurance nor does LRCA provide insurance for volunteers that cover health, accident, personal injury or property loss.

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April 26, 2011

LRCA VOLUNTEER PROGRAM REGISTRATION FORM

Name: _____ Date: _____

Student (s) Name: _____

Physical Address: _____

Mailing address if different: _____

Social Security Number: _____ Date of Birth: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Emergency Contact: _____ Phone _____

_____ I wish to volunteer at LRCA for the _____ school year(s).

_____ I wish to volunteer as a Chaperone for school field trips if I am available.

I have read the LRCA Volunteer Guidelines and agree to comply with its requirement including background check and agree with Educational Philosophy and Core Values as outlined in the Parent/Student Handbook.

Volunteer Signature

Date

Principal Signature (acknowledges approval for _____ school year(s))

_____ Background check verified by _____ on _____
Initials Date

_____(Principal initial after final approval) _____
Date



AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my employment/service with Little Rock Christian Academy (LRCA), I hereby authorize ChoicePoint Services Inc., on behalf of LRCA to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Applicant/Employee Signature

Date

_____-_____-_____
Social Security Number *

Date of Birth *

* For identification purposes only

Printed Name _____

Street Address _____

City, State, Zip _____

BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at ChoicePoint's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want ChoicePoint to disclose to or discuss your information with this third party, you may be required to provide a written statement granting ChoicePoint permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

Employer please note: If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.