

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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November 11, 2013

LRCA VOLUNTEER PROGRAM REGISTRATION FORM

Full Legal Name: _____ Preferred Name: _____

Student (s) Name: _____

Physical Address: Street _____ City _____ State _____ Zip _____

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



LITTLE ROCK
CHRISTIAN
A C A D E M Y

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 First Advantage, 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 _____

First _____ Middle _____ Last _____

Street Address _____

City, State, Zip _____

BACKGROUND VERIFICATION DISCLOSURE

First Advantage will only have your background check report if requested by one of its client companies with whom you have applied for employment or housing, or with whom you are currently employed, or with whom you have volunteered. A free copy of your background check report can be obtained by calling 888.215.3727.

Obtain a Free Background Check Report

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Dispute the Results of a Background Check Report

If you already have a copy of your employment background check report and wish to dispute specific information, please refer to the contact information on your report or associated letter. If you cannot locate that information, please contact us at 888.214.8966, or by fax at 678.694.2844 or by e-mail at consumer.documents@fadv.com. Or you may write to us at First Advantage Consumer Center, P.O. Box 105292, Atlanta, GA 30348-5292.

2016-2017
TRANSPORTATION AGREEMENT FOR PERSONAL VEHICLES

To ensure the safety of our students, we ask that you review the criteria below, which set forth the requirements for all parents and school employees who drive students in their personal vehicles for school--sanctioned activities. These criteria are mandatory and must be observed at all times. Please read them carefully. By signing below, you agree to follow each of these criteria at all times in transporting students:

MY INSURANCE COVERAGE:

- I understand that even though the school carries liability insurance, the school's insurance policy will not cover me, my vehicle, or any of the passengers in my vehicle. I understand all coverage for insurance will be solely and exclusively through my own insurance carrier.
- I verify I have the minimum acceptable limits of automobile insurance coverage of 25/50/25, as required under the laws of the State of Arkansas.

MY DRIVING RECORD:

- I verify that I have not received more than two (2) moving violations on my driving record within the past year, and that no such violation has been more than a minor misdemeanor traffic offense.
- I verify that within the past 10 years I have not been convicted or charged at any time of driving under the influence or otherwise operated any motor vehicle under the influence of any drug, alcohol or other substance of any type or nature, nor have I been convicted in the past 10 years of reckless operation or any felony involving any motor vehicle.
- I agree to obey all traffic rules and regulations, speed limits, and seat belt laws as well as all other applicable vehicle and roadway laws.

CONDITION OF MY CAR:

- I acknowledge my car is in good and safe driving condition and I am not aware of any problems or defects whatsoever in my vehicle which would affect its ability to safely transport myself and other persons.

If you have read the above and are willing to certify that you qualify as a driver meeting all of these criteria, please sign, date and return this form to the appropriate school building office. A signed copy of this form must be on file in the appropriate school building before you are able to transport students.

Parent/Employee Signature

Parent/Employee Name- Printed

Date

**PLEASE RETURN A COPY OF YOUR
DRIVER'S LICENSE ALONG WITH THIS
FORM TO THE FRONT OFFICE OF THE
STUDENT'S SCHOOL BUILDING, OR TO
THE ATHLETIC, FINE ARTS OR OTHER
DEPARTMENT AS APPROPRIATE.**