

Red River Charter Academy

Non-Parent Volunteer Policy

As part of its charter and mission, RRCA is committed to involving the community and stakeholders. In order to provide the best educational experience for our students, we acknowledge that it is important to involve stakeholders, community members, and other experts that can encourage growth in academics, character development, college and careers, and extra-curricular activities. In order to provide safety for our students the following guidelines must be followed.

RRCA Volunteers:

- Recognize that well-educated children are our greatest natural resource
- Have good moral character
- Are willing to accept direct supervision
- Understand and appreciate the work of the school staff

Every Volunteer Must Register

Every non-parent volunteer in the RRCA must complete a *Volunteer Application Form* and be cleared before he/she begins volunteering. It is imperative that volunteers understand their responsibilities and limitations. Volunteers must be aware of and agree to abide by all volunteer policies and regulations.

Every parent/guardian volunteer must complete the *Parent Volunteer Form*.

Volunteers

A volunteer is an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered.

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and administrators.

For the safety and well-being of our students and staff, all non-parent volunteers must provide 2 copies of fingerprints along with a Money Order to cover the background check fee and application for the Louisiana State Police background check. Fingerprints and background check must be returned "clean" from LSP before non-parents will be allowed to volunteer. We ask that volunteers read and agree to abide by all of the guidelines for volunteers as well as the procedures and responsibilities.

SCHOOL VOLUNTEER GUIDELINES

- VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY concerning information they see and hear concerning students and staff, including students' grades, records, and abilities.
- Volunteers DO NOT discipline students. Please report discipline problems to the teacher.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- Volunteers agree to abide by all school policies including, but not limited to, food guidelines, traffic patterns, faculty instructions, cell-free drive zones, tobacco-free school & facilities, etc.
- Volunteers will not disclose, use, or disseminate student photographs or personal information about students or others.
- Volunteers agree to report child abuse or suspected abuse to the site administrator.
- Volunteers may not give any medication to students.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time.
- Volunteers are not to bring any minor children or other siblings to any classroom event.
- Volunteers are assigned only to staff members who request their services.
- Volunteers should set a good example for students by their manner, appearance, and behavior, and should be well-groomed and appropriately dressed.
- Volunteers should not compare and criticize teachers and/or students.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.
- Volunteers should never touch students in any way that is aggressive, disciplinary or sexual in nature.
- Volunteers may not make any purchases for which they will request reimbursement unless it is approved by the administration in advance.
- All volunteers must Sign In and Out in the office before proceeding to their volunteer site during and after schools hours.
- All volunteers or visitors **MUST WEAR AN IDENTIFYING NAME TAG** approved by the school's administration.

Monitoring and Review

This policy was evolved by consideration between staff, parents and the RRCA board of directors and was approved on _____. This policy is monitored by the board of directors, and will be reviewed in two years time, or earlier if necessary.

Date reviewed:

Red River Charter Academy Volunteer Agreement (THIS FORM MUST BE COMPLETED ANNUALLY)

I hereby acknowledge that I have received a copy of the RRCA Volunteer Guidelines and that I have read and will abide by its contents and all other applicable RRCA policies and procedures.

I understand that, as a volunteer, I am not compensated for any services, including wages and insurance. I further understand that I have that right to terminate my arrangement at any time with or without cause, and RRCA has a similar right.

I make this Agreement in order to provide and to be authorized to perform the following uncompensated services to RRCA:

- I am 18 years of age or older and know of no reason which would prevent me from performing the tasks required as detailed in the Volunteer Guidelines.
- **I agree to provide my fingerprints for a background check at my own expense**
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them.
- I assume full responsibility for my own safety and the safety of others.
- I will perform the volunteer service in compliance with the standards and specifications established, or approved by the District, and will honor the direction of District official, to suspend or terminate service.

As a volunteer, I agree to abide by the following conduct:

- Immediately upon arrival I will sign in at the front office or designated sign-in station.
- I will wear a volunteer identification badge at all times.
- I will use only adult bathroom facilities.
- I agree to never be alone with individual students without authorization of teachers and/or school authorities.
- I will not solicit outside contact with students.
- I agree not to exchange telephone numbers, home address, e-mail address (including social network information) with students for any purpose.
- I will maintain confidentiality outside of school and will share any concerns that I may have with teachers or school administrators.
- I agree not to transport students.
- I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
- I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit or that could be construed as any form of harassment.
- I agree not to photograph students.
- I agree only to do what is the best personal and educational interest of every child with whom I come into contact.

PRINTED Last Name

First Name

Middle Initial

Signature

Date

PLEASE RETURN THE VOLUNTEER APPLICATION AND AGREEMENT FORM COMPLETED AND SIGNED TO THE OFFICE. ALL APPLICANTS WILL BE NOTIFIED BY RRCA ONCE APPROVED.

Red River Charter Academy Volunteer Application

I am a: ☐ Relative ☐ Community member ☐ Other _____

Personal Information (Please Print)

☐ Male ☐ Female

Full legal name _____
First Middle Last

Date of Birth ____/____/____ Birthplace (state OR country if outside U.S.) _____

Address _____ City _____

ST _____ Zip _____ E-mail _____

Phone # _____

Languages spoken (besides English):

Have you previously been employed by RRCA? ☐ Yes ☐ No

If so, dates of employments, location and position: _____

Emergency Contact Information

Name _____ Phone # _____

Because of the tremendous responsibility RRCA has to its school children and community, the following information is required from all volunteers regarding convictions*. A record of conviction does not prohibit volunteering; however, failure to complete this form accurately and completely can mean disqualification from becoming a volunteer, or can be cause for consideration for dismissal if accepted for volunteer service.

*Conviction means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

Carefully read and answer the following questions:

Have you ever been convicted, pleaded guilty or "no contest" to any offense in a court of law?

☐ Yes ☐ No

Have you ever been convicted of a sex, alcohol or drug-related offense? Have you ever been convicted, pleaded guilty or "no contest" to any offense in a court of law? ☐ Yes ☐ No

Have you ever been convicted of a dangerous crime against children as defined in Louisiana Department of Children and Family Services? (These crimes are defined as second-degree murder, aggravated assault, sexual assault of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.) ☐ Yes ☐ No

If any of the questions above are answered Yes, please fill in the information below:

Conviction Charge: _____

Date of Conviction: _____ City: _____ State: _____

Jail: ☐ Yes ☐ No

Probation ☐ Yes ☐ No

Length: _____

Remarks:

Please provide 2 professional references:

1. Name: _____ Relationship: _____

Phone Number: _____

2. Name: _____ Relationship: _____

Phone Number: _____

Please read carefully & sign below in order to serve as a volunteer

I certify that the information presented in this application is true, accurate, and complete. I authorize the investigation of all statements contained in this application. I understand that misrepresentation, falsification or omission of pertinent facts will cause forfeiture on my part of all eligibility to serve as a volunteer

Signature: _____ Date: _____

(Please Attach One Copy of Your Driver's License)