

VOLUNTEERS

The Board of Trustees recognizes certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Executive Director or designee shall be responsible for recruiting volunteers, reviewing their capabilities, availability and making appropriate placements. He/She shall not place or assign volunteers whose abilities are not in accord with Lionheart Classical Academy needs. A volunteer may be asked to terminate his/her services when circumstances in the judgment of the administrator necessitate termination.

Any individual considered a “Designated Volunteer” shall submit to a criminal history records check, prior to being allowed to participate in any activity or program. A criminal history records check will recur every 2 years thereafter.

A **Designated volunteer** means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Serves as an athletic or academic volunteer coach;
5. Serves as a volunteer mentor;
6. Any other volunteer so designated by the Executive Director

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check. The Designated volunteer is responsible for the fee to process the background investigation and criminal records check.

Lionheart Classical Academy is to inform each volunteer about his/her requirements and responsibilities. Volunteers will receive orientation, including:

1. general job responsibilities;
2. information about school facilities, routines, and procedures, including safety and evaluation;
3. work schedule and place of work; and
4. expected relationship to regular staff.

The teaching staff member, with whom the volunteer is working, should have volunteer assignments and activities clearly defined in writing, or clearly articulated and understood by the volunteer. Volunteers will receive appropriate training at the building level, consistent with their tasks and existing school policies standards. This training shall be developed under the leadership of the principal in consultation with a designated coordinator.

Volunteers are expected to agree to the following conditions:

1. abide by all Board policies and Academy procedures while on duty as a volunteer, including signing, if appropriate, the LCA Faculty & Staff Handbook.
2. sign a form releasing the Academy of any obligation if the volunteer becomes ill or receives an injury as a result of his/her volunteer services.

The Executive Director shall also demonstrate to each volunteer the school's appreciation for his/her time and efforts in assisting the operation of the Lionheart Classical Academy.

References:

- *RSA 189:13-a, School Employee and Designated Volunteer Background Criminal History Records Check*

LCA Committee Approved:

LCA Board Approved: