



LSC Volunteer Policy

School Volunteers: A volunteer is an adult who is not employed by the School, and who serves on an occasional or regular basis in the school setting to assist the professional staff. A volunteer gives his or her time for the purpose of helping children through planned auxiliary services, and serves without receiving compensation or economic benefits.

Volunteers at LSC:

1. Must be at least 18 years of age;
2. Shall agree, in writing to abide by all policies, regulations, and procedures of the school;
3. Are subject to the same screening procedures used for the regular school employees, including but not limited to the following: The school will require appropriate state criminal background checks as outlined in law on any individual recommended to be employed in a paid or volunteer position.
4. Shall serve under the immediate supervision of a licensed professional school employee to the extent practicable;
 - a. Volunteers will be categorized by two levels.
 - i. Level 1 volunteers are persons who will be under the supervision of an LSC employee and will be screened through the National Sex Offenders Registry through the Ident-a-Kid check-in software in the front office of LSC.
 - ii. Level 2 volunteers are persons who will possibly be unsupervised while with LSC students and will undergo a more comprehensive SLED criminal background check. The school will pay the fee for the background checks for volunteers who wish to be approved for Level 2. The school will not permit individuals whose names appear in the National Sex Offender Registry or individuals who have been required to register as a sex offender pursuant to the state law to work or serve in the school in any capacity (field trips, mentors, etc.). All Level 2 volunteers must complete the full volunteer application found online at the LSC website by applying for the "volunteer" position.
5. Are not considered employees of the school, and have no right to any benefit of employment provided to the school employees, including, but not limited to, wages other pay, insurance, or employment rights;
6. Serve in an at-will capacity, and may be relieved of their volunteer duties whenever, in the judgment of the Executive Director or his/her designee, it is in the best interests of the school to do so;
7. Shall not provide transportation for school-sponsored activities, and shall not transport any individual student in his/her capacity as a school volunteer;
8. Shall maintain the same confidentiality standards expected of certified personnel, and shall not access confidential student records or files;
9. Serve as role models who influence the development of young people and are subject to the same standards of conduct and ethics as expected from all other staff, both at school and away from campus.