

**GREENVILLE PUBLIC SCHOOL DISTRICT
VOLUNTEER SERVICES AGREEMENT**

This agreement made and entered into by and between _____, a volunteer (hereinafter "Volunteer"), and the Greenville Public School District (hereinafter "District").

Whereas, _____ has offered his/her services to the District as a volunteer on an unpaid basis, it is hereby understood and agreed by the parties, as follows;

The services to be rendered, if any, by said Volunteer shall be performed at his/her discretion on a voluntary basis;

The Volunteer understands that he/she is not an employee of the District and does not expect, and will not receive, any compensation for the services he renders and may be subject to a background check. Also, any information, events, or occurrences that take place involving children and/or personnel are confidential matters and if released in any shape, form, or fashion, then this agreement will be terminated;

The District will not schedule any work for the Volunteer, and the amount of time he/she donates to the District shall be completely within his discretion;

The Volunteer understands that while on site and engaged in volunteer services, he/she shall be supervised by, and take directions from, the site administrator or designee. It is further understood that in the event the Administrator decides at any time not to accept additional volunteer services from the Volunteer, he shall abide by the decision and will thereafter have no recourse;

The Volunteer understands that he/she is not covered by the District's workers compensation insurance, health insurance, disability insurance, liability insurance or any other type of insurance. He/She further agrees to hold the District harmless from any claim for injuries or other casualty, which may befall him/her while he/she is on the premises of the District or engaged in service or activities related to volunteer work. It is understood that the term premises as used herein shall include the buildings, athletic fields and grounds of the District;

Further, the Volunteer agrees to hold the District harmless from any claim that may be made by himself/herself, his/her representatives, heirs, assigns, dependents, spouse or any other persons or entities related to claims for compensation and remuneration for services performed pursuant to this agreement, and, further, covenants not to sue or to make any legal claim against the District or any of its employees or administrators whatsoever in connection with such claims.

(Continues on next page)

WITNESS THE SIGNATURES of the parties, this _____ day of _____ 20____
_____ to June 30, 20____
Valid Date

Agreement Level Please attach a written description of the services the volunteer will be rendering at your school.

SIGNATURES:

VOLUNTEER

DATE

BUILDING ADMINISTRATOR

DATE

SUPERINTENDENT OR DESIGNEE () Approved () Denied

DATE

COMMENT:

VOLUNTEER SERVICES AGREEMENT (VSA) PROCEDURE

1. **The site administrator initiates the Volunteer Services Agreement (VSA) and indicates volunteer activity and requested level. The school should also furnish description of tasks to be performed and other screening tools as indicated by level requested (*See Policy KJA*).**
2. **The Volunteer Services Agreement (VSA), including screening tool(s), completed by the site administrator, should be forwarded to the Office of Operations.**
3. **A copy of the Volunteer Services Agreement (VSA) will remain on file in the Office of Operations and the original forwarded to the Deputy Superintendent for approval.**
4. **Once approved or denied the form will be returned to the Office of Operations.**
5. **The Office of Operations will notify principal if activity is level 1 or 2 –Volunteer starts work.**
6. **The Office of Operations will notify the Chief Public Safety Officer or Director of Human Resources if activity is a level 3 or 4.**
7. **Mrs. Collins will notify principal and get personal information of volunteer to start background check.**
8. **The Office of Operations will forward the VSA to the Deputy Superintendent and keep a copy on file – level 3 and 4.**
9. **The Office of Operations will notify administrators when volunteers are cleared and ready for identification badges – level 3 and 4.**
10. **Once cleared, volunteers may work up to the approved volunteer level.**

RESPONSIBILITY COST:

1. **School Requesting Volunteer – School is responsible for cost of background check**
2. **Organization Requesting Volunteer – Organization responsible for cost**
3. **District Requesting Volunteer – District responsible for cost**

Level 1 and 2 should be submitted at least five days in advance

Level 3 and 4 are not approved until background checks are complete

SCHOOL VOLUNTEERS POLICY

KJA

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The Greenville Public School District seeks volunteers who contribute to the intellectual, physical and/or emotional development of students and to the general welfare of the schools.

Definition of Volunteers

For the purpose of this policy, the term "volunteer" shall mean any person who freely provides services, goods or use of real or personal property or equipment, without any compensation or charge, to Greenville Public Schools in connection with a volunteer activity.

Screening of Volunteers

Before a volunteer is assigned to volunteer in a school, he or she will be screened.

A. Purpose of Screening

The screening of volunteers is crucial because of the vulnerability of the student population. Screening will be used to identify volunteers who may present unacceptable risk to students or to the school district. The screening process is a means to assess the potential of an individual volunteer to contribute physical and/or emotional harm to others, steal or damage property, and/or violate the confidentiality procedures of the Greenville Public School District.

Screening helps to:

- Identify individuals who, if placed in certain unsupervised situations, may create an unacceptable level of risk;
- Prevent the inappropriate placement of individuals;
- Exclude dangerous individuals, and
- Exclude individuals who may be considered inappropriate for a specific task.

B. Methods of Screening

The Superintendent or his/her designee will use responsible, reasonable methods to screen volunteers. The level of screening is dependent upon the task assigned to a volunteer, the degree of supervision of the volunteer by a supervisor and the nature of the volunteer's contact with students. The level of scrutiny in screening will increase as a volunteer's contact with a student increases and the staff supervision decreases.

In accordance with House Bill 1340, the Greenville Public School District shall notify prospective volunteers via the volunteer application form, of the disclosure requirement. Sex offenders are ineligible to volunteer with the school district.

Screening methods may include the following:

- Completion of the Greenville Public School District volunteer form
- Interviews by appropriate GPSD staff
- Reference checks
- Record checks including criminal history through the Greenville Police Department and child Abuse Registry, and driving record, if applicable
- Orientations
- Attendance at district and/or other trainings

Task Assignment Descriptions

Task Assignment descriptions will be developed before a volunteer is placed in a school. In order to provide a framework to match a volunteer to tasks for which he or she is qualified.

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Non-discrimination

The Greenville Public School District does not discriminate on the basis of race, sex, religion, national origin, or disability status in its recruitment, screening and placement of volunteers.

Implementation

The Superintendent shall develop regulations to implement this policy.

LEVEL 1

Position Description	Screening Tools	Possible Examples	Responsible Party
<p>Task takes place under supervision and involves little or not student contact</p> <p>Descriptors:</p> <ol style="list-style-type: none"> 1. Public setting 2. Staff or adults can enter and observe at any time 3. No solitary time with student 4. Always within unbroken view of school staff or multiple adults. 	<p>GPSD Volunteer form</p> <p>*Task Descriptions</p> <p>*List of volunteers and volunteers sign-in record</p>	<p>Resource Speakers</p> <p>Read-a-Thon</p> <p>Clerical assistant</p> <p>Supervision of students working at PTA</p> <p>PTA Fundraising activities</p> <p>Outdoor projects (example; landscaping)</p>	<p>School-based staff; Principal or designee</p>

LEVEL 2

<p>Task takes place under supervision in classroom or other group setting</p> <p>Descriptors:</p> <ol style="list-style-type: none"> 1. Public setting 2. Staff or adults can enter and observe at any time 3. No solitary time with student 4. Always within sight of school staff or multiple adults, but ability of staff to monitor volunteer's interactions with students limited by own responsibilities or other factors 	<p>*GPSD Volunteer form</p> <p>*Task Descriptions</p> <p>*List of volunteers and volunteer sign-in record</p> <p>* Personal interview with school staff or volunteer coordinator</p>	<p>Classroom tutors</p> <p>Lunch Buddies</p> <p>Book Buddies (in classroom)</p> <p>Classroom helpers</p> <p>Field Days</p> <p>Athletic concessions</p> <p>School fairs</p> <p>Day field trips (Supervised)</p>	<p>School-based staff, Principal or designee; Central Office staff</p>
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LEVEL 1

Situation Description	Screening Tools	Possible Examples	Responsible Party
<p>Task takes place under supervision and involves little or no student contact</p> <p>Descriptors:</p> <p>1. Public setting</p> <p>2. Staff or adults can enter and observe at any time</p> <p>3. No solitary time with student</p> <p>4. Always within unbroken view of school staff or multiple adults.</p>	<p>GPSD Volunteer form</p> <p>*Task Descriptions</p> <p>*List of volunteers and volunteers sign-in record</p>	<p>Resource Speakers</p> <p>Read-a-Thon</p> <p>Clerical assistant</p> <p>Supervision of students working at PTA</p> <p>PTA Fundraising activities</p> <p>Outdoor projects (example; landscaping)</p>	<p>School-based staff; Principal or designee</p>

LEVEL 2

<p>Task takes place under supervision in classroom or other group setting</p> <p>Descriptors:</p> <p>1. Public setting</p> <p>2. Staff or adults can enter and observe at any time</p> <p>3. No solitary time with student</p> <p>4. Always within sight of school staff or multiple adults, but ability of staff to monitor volunteer's interactions with students limited by own responsibilities or other factors</p>	<p>*GPSD Volunteer form</p> <p>*Task Descriptions</p> <p>*List of volunteers and volunteer sign-in record</p> <p>* Personal interview with school staff or volunteer coordinator</p>	<p>Classroom tutors</p> <p>Lunch Buddies</p> <p>Book Buddies (in classroom)</p> <p>Classroom helpers</p> <p>Field Days</p> <p>Athletic concessions</p> <p>School fairs</p> <p>Day field trips (Supervised)</p>	<p>School-based staff, Principal or designee; Central Office staff</p>
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LEVEL 3

<p>Task involves direct contact with students under limited supervision by school staff</p> <p>Descriptors:</p> <ol style="list-style-type: none"> 1. Public setting 2. Staff or adults can enter/observe at any time 3. Could have solitary time with student of short duration (less than 30 minutes) 4. May be outside of view of school staff or multiple adults for brief periods 5. May involve access to confidential student information (only if parent consents) 	<p>GPSD Volunteer Form</p> <ul style="list-style-type: none"> *List of volunteers and volunteers sign-in record *Task descriptions *Personal interview *Reference checks (minimum two non-family members) *National criminal background checks conducted by full name, address, fingerprinting and date of birth of volunteer *Orientation/training for volunteers including thorough tasks descriptions 	<p>Athletic Coach Read-a-Thon</p> <p>Small group sessions (in separate room)</p> <p>Reading Buddies (in separate room)</p> <p>Tutor 1-on-1 (in separate room)</p> <p>Day field trip Chaperone</p> <p>(Unsupervised)</p> <p>Health room assistant</p>	
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LEVEL 4

<p>Task allows unsupervised contact with student on or off campus*</p> <p>Descriptors:</p> <ol style="list-style-type: none"> 1. Private setting in home or community, or 2. Access can be restricted by volunteer, or 3. Extended solitary time with student, or 4. Solitary time with a student on a regular basis, or 5. Overnight trips 	<p>*GPSD Volunteer Form</p> <ul style="list-style-type: none"> *List of volunteers and volunteer sign-in record *Task Descriptions *In-depth personal interview *Reference checks *Fingerprinting *National Criminal History Record Check *Training (Other screening methods such as 	<p>*Mentor</p> <p>*Field trip chaperone overnight trip</p>	<p>School-based staff, Principal or designee;</p> <p>Central Office staff</p>
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have a signed parental consent form	driving history checks may be added as necessary)		
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LEGAL REF.: 42 U.S.C §5119 (1998), House Bill 1340, effective July 1, 2004

DATE: June 21, 2004

PROCEDURES FOR SCHOOL VOLUNTEERS POLICY

All Greenville Public School District's volunteers who work in any setting will be screened. The screening used will be based upon the specific task(s) assigned, the risks associated with the performance of those tasks, and the designation of supervised versus unsupervised student contact. The attached chart sets forth in detail the various volunteer Job descriptions and the types and frequencies of screening required for each task.

Responsibility for Screening

The principal or his/her designee is responsible for assuring that all volunteers are screened in coordination with the Central Office and Security Office, when applicable. The assigned staff person will review the work a volunteer will be doing to determine the appropriate level of screening. Volunteers who are referred through other agencies are subject to screening requirements consistent with those listed herein. The principal or designee must maintain a record of screening data.

GPSD Employee as Volunteers

Current employees are eligible to volunteer in Greenville Public Schools and are exempt from Levels 3 and 4 of the screening procedures as set forth in the chart containing the policy.

Ineligible Volunteers

Former employees of the Greenville Public School District who are coded as ineligible for rehire may also be ineligible to volunteer in the Greenville Public School District, depending on the reason and nature of the ineligible for rehire code. The school district will consider mitigating circumstances such as the length of employment, how much time has lapsed since the employment; reason and circumstances surrounding the ineligible for rehire code, references, and whether the person poses an unacceptable risk to students

Sex offenders are ineligible to volunteer in the Greenville Public School District.

Volunteers in Community Based Program

Schools referring children for participation in a community based volunteer program must use one of the following procedures:

KJA Procedure

- (a) determination that the agency has screened the volunteers appropriately through background checks and reference checks as required by Task Assignment; or
- (b) require that the students' parent/guardian sign a letter in which the parent/guardian acknowledges that GPSD has not screened the volunteers working in the program and accepts responsibility for the students participation in the program. The letter must be returned to the school before the child is released to participate in the program and must be kept in the child's file at the school.

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Screening Methods

Screening methods which may be used individual cases:

- Greenville Public School District volunteer form
- Interviews
- Reference Checks
- Criminal record checks*
- Fingerprinting
- Orientations
- Attendance at district/office training
- Nametags

Volunteers must register in the school office at the beginning of each school visit. Schools must require that volunteers wear nametags while in the building. The Central Office will work with schools to develop a system that indicates the Task Level for which the volunteer has been screened.

System-wide Support

The staff in the respective sites will provide referral assistance in developing task descriptions and volunteer forms and will provide training in the process to implement the screening system. Central Office staff will also conduct reference and record checks when such checks are required. Record/criminal history checks are valid for two calendar years, unless pertinent information is received that may require an additional check.

Confidentiality

Volunteers are to be held to professional standards for maintaining the confidentiality of student records and will not be given access to student records without parent/guardian permission. The principal or his/her designee will advise volunteers on the issues and importance of confidentiality of student information. Any violations of this will result in the volunteer's services ceasing with Greenville Public Schools.

QA Procedure

Professionalism

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All volunteers will be held to the highest standards in regards to professional behavior, confidentiality, and ethical conduct. If it is determined that a volunteer has violated these expectations, the services of the volunteer will be terminated with the school/district.

Parent Consent

No student will participate with a volunteer in a Level 4 activity or ride in a vehicle driven by a volunteer unless the student's parent or guardian has consented in writing.

SOURCE: Greenville Public School District

DATE:

the principal a written report of the misbehavior. This report will go in the student's records. Reports will be investigated and offenders will be subject to disciplinary action as outlined in the Code of Conduct.

DISCIPLINE OVERVIEW

The Greenville Public School District Student Code of Conduct and Discipline Plan demonstrates commitment to providing a safe and orderly climate for learning in each school.

The process of discipline is intended to be instructional and corrective not punitive. According to state law, a parent, legal guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive act against school property or persons.

A parent, guardian or custodian of a compulsory-school age child enrolled in a public school district may be requested to appear at the school by an appropriate school official for a conference regarding the behavior a student.

STUDENT RIGHTS

A. Right to a Public Education

Students have a right to a public education and the equal opportunities associated with this right, which includes participation in school programs and activities. Students have the right to equal educational opportunities regardless of race, creed, sex, handicap, religion or mental status.

B. Right to Freedom of Expression

Students have the right to express their opinions verbally or written as long as it does not disrupt the learning process and/or interfere with the rights of others.

C. Right to Be Free From Unreasonable Search and Seizure

Students have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures, but anything on school property is subject to search if there is a reasonable suspicion. (GPSD Policy JCAB)

D. Right to Privacy

Student's academic and personal records are confidential and can only be inspected by eligible students, parents/guardians, school officials and the Department of Human Services. (GPSD Policy JP)

E. Right of Assembly

Students have the right to peaceful assembly in school facilities generally available to the public at