

School Volunteers

Effective January 1, 2006, the School Safety legislation (PA 129-131 & PA 138) requires all individuals who apply for employment in Michigan have a criminal history check. For the protection of our students, all volunteers must complete the attached volunteer registration form and the criminal history check/record affidavit prior to volunteering in the Grand Blanc Community School district.

Volunteers are vital to the success of the Grand Blanc Community Schools. The Board of Education (Board) encourages and appreciates the many efforts of the district's exceptional volunteers who give so willingly of their time to help support the staff and students of Grand Blanc Community Schools.

The Board encourages and promotes the support of school volunteers in order to expand and enhance parental and community involvement while maintaining safety and security for students and staff. The purpose of this policy is to assist volunteers in the performance of their service to the District. Nothing in this policy shall be deemed to create a contract between the volunteer and the District. This policy does not in any way affect the District's ability or right to terminate its association with any volunteer for any reason with or without cause.

A volunteer is defined as a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis. Also included in this definition are those who help on a one-time basis transporting or working with children without the direct oversight of District staff. Parents who observe or visit their child at school on a regular basis and stay more than 15 minutes each time are considered volunteers. A volunteer criminal record check and history affidavit and/or fingerprinting are required for all volunteers.

Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened. Examples include helping at a school fair, school party, assembling registration packets, participating in a school clean-up day, or attending a career day. A parent picking up their child from school or randomly observing or visiting their child's school is not considered a volunteer. Volunteers shall be informed that the district is conducting this records check.

Volunteer activities requiring a criminal record clearance and/or fingerprinting in addition to other specific requirements include, but are not limited to:

1. Coaching
2. One-on-one tutoring or mentoring inside or outside the classroom or another supervised school setting
3. Attending or chaperoning overnight school-sponsored trips
4. Transporting students in a private vehicle
5. Special Olympics

6. Any other volunteer activity, including that done by parents in child care and development programs, where there is the possibility of unsupervised contact with children.
7. Any other volunteer activity where the funding agency requires such a criminal record clearance

An individual who wishes to volunteer at a school shall apply in writing and be approved by the Principal (or designee) prior to serving at the school. All volunteers are required to complete, sign, and date a Grand Blanc Community Schools' Volunteer Program Registration Form and Volunteer Criminal Records Check and History Affidavit before being placed in a school or beginning service as a school volunteer. No school volunteer may be placed in a school until the background check has been received and approved by the District.

Volunteers will be required to wear District-issued identification badges and sign in and out at a designation location in the school before proceeding to their volunteer sites.

Volunteers must always use appropriate language, discuss age-appropriate topics, refrain from inappropriately touching students, refrain from disciplining students (discipline should be directed to the appropriate teacher or staff member), and refrain from giving students gifts or rewards. Because a student may have food allergies or sensitivities, 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, the volunteer should notify the school of the planned absence.

The dress code for volunteers is to dress appropriately yet comfortably for any task that is to 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 brought to the attention of the school Principal or other staff member in authority immediately. Volunteers are to be held to professional standards for maintaining the confidentiality of student records.

Volunteers are not covered by the District's worker's compensation insurance policy and the District does not provide insurance for volunteers that cover health, accident, personal injury or property loss.

GRAND BLANC COMMUNITY SCHOOLS
VOLUNTEER REGISTRATION FORM

THIS INFORMATION WILL BE USED FOR A CRIMINAL BACKGROUND CHECK

**A COPY OF YOUR DRIVERS LICENSE WILL NEED TO BE PROVIDED TO PERSONNEL
IN ORDER TO COMPLETE THE CRIMINAL BACKGROUND CHECK**

Last Name _____ First Name _____ M.I. _____

Address _____

Phone Number _____ BirthDate _____ Race _____ Gender _____

Drivers License # _____

Student Name _____

Emergency Contact _____

Volunteering in building(s)/program(s): (Please circle **all** that apply)

High School East High School West East Middle School West Middle School

Anderson Elementary Brendel Elementary Cook Elementary Indian Hill Elementary

Mason Elementary McGrath Elementary Myers Elementary Reid Elementary

Perry Center Children's Garden Community Education

Other _____

I have read the Grand Blanc Community Schools' Volunteer Policy and agree to comply with its requirements including a criminal background check and/or fingerprinting if deemed necessary.

Volunteer Signature _____ Date _____

Principal (or designee) _____ Date _____

-----Office Use Only -----

Background check verified by _____

Date of ICHAT Report: _____ Results _____

Authorization & Release: I understand and agree that:

I will abide by all Board policies and administrative guidelines while on duty for the Grand Blanc Community Schools, including the Tobacco-Free Schools Act prohibiting the use of tobacco products at all times in buildings and grounds.

I realize that as a volunteer I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for worker's compensation. Should I become ill or suffer an accident while performing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand that transportation field trips and extra curricular activities are sometimes provided by volunteers in private cars. The District provides liability coverage for employees but no insurance or liability coverage for the ownership, maintenance, operational expenses or any injury or damages to people or property that may occur in any manner from the use of non-school vehicles. Drivers under the age of 18 cannot serve as volunteer drivers for school-related functions.

I further understand that Michigan law prohibits a school district from employing or allowing to serve as a volunteer, in any capacity, a person convicted of a listed offense. "Listed offences" as well as other information on this legislation may be found at the following web site: www.michigan.gov. In addition, the law further requires school districts to dismiss any employee or volunteer who is listed on the sex offender' registry. If I have been convicted of a felony other than a listed offense or an offense which requires my name to be listed on the sex offenders' registry, I will be dismissed immediately.

I further release Grand Blanc Community Schools, its Board of Education, individual Board of Education members, employees and agents, and the entities to which the criminal history record information is released, to the maximum extent permitted by law, and from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

Signature

Date

District Witness Signature

Date