

GLOBAL CONCEPTS CHARTER SCHOOL VOLUNTEER POLICY

POLICY:

It is the policy of the Board to promote and encourage school volunteerism in order to expand and enhance parental and community involvement while maintaining an adequate level of safety and security at GCCS.

SCHOOL VOLUNTEERS SHALL BE APPROVED BY THE PRINCIPAL

An individual wishing to volunteer at school shall be interviewed and approved by the principal prior to serving at school. The principal's decision on whether to approve the volunteer shall be based on the best interest of the school. A rejected volunteer applicant may appeal the principal's decision to the Global Concepts Charter School Board of trustees whose decision is final.

Prospective school volunteers, with the exception of a parent or legal guardian accompanying a child on a class field trip or on another type of occasional extra-curricular activity, shall be interviewed by the principal and must complete all volunteer forms, including a volunteer enrollment and release form, as well as a local background investigation authorization and release.

CRIMINAL BACKGROUND INVESTIGATION

In order to protect the safety and security of the children and school staff, volunteer applicants, except a parent or guardian who accompanies a child on a class field trip, in a class, or another type of extra-curricular activity, must submit to a criminal background investigation with local authorities, using the person's name, date of birth, gender, race and Social Security number, if available. If a background check fails to return the requested information, a background check using fingerprints will be done. Global Concepts Charter School will be responsible for the cost of the fingerprint check. If the prospecting volunteer will be used for security duties, he or she must submit a fingerprint background check. After the initial criminal background check, volunteers must report any subsequent criminal convictions to the principal. If an individual refuses to submit to the background investigation, the person will not be eligible to volunteer at Global Concepts Charter School. This includes a refusal to submit to all or any part of the background investigation.

INDIVIDUALS RECEIVING A STIPEND

A volunteer is an individual who receives no payment for services. An individual who is to receive, or is receiving, a parent stipend or other remuneration is not a volunteer and must submit a Social Security number.

VOLUNTEER LOG FORM

All visitors must fill out the attached volunteer log form and have it signed by the principal at least once a week prior to the volunteer date. Any person in the building without this authorization shall be asked to leave by the principal.

DISCLAIMER

At any time, the principal has the authority to ask a volunteer to leave the school premises if he / she is disrupting the educational process. In addition, GCCS does not accept responsibility for information in background checks.