



**CHARLOTTE**  
Secondary School

VOLUNTEER  
APPLICATION AND  
INFORMATION PACKET

Applications Required Each School Year



Dear Potential Charlotte Secondary School Volunteer,

Thank you for your interest in joining our team. All of us here appreciate your generous gift of time and attention to help with our students' school experience.

As with most things in life, there is a bit of paperwork to get started. Please note that the following information is as much for your safety as it is for the safety of our students. Volunteers are a precious resource. We want your experience to benefit everyone attending CSS and have no unintended challenges to you.

Those who volunteer regularly at Charlotte Secondary School are screened to ensure the safety of our students. Part of this process is obtaining criminal background check for applicants who wish to volunteer. There are three kinds of volunteer approvals: supervised, unsupervised without driving and unsupervised with driving.

Supervised volunteers will work under the direction and in the presence of our staff. Unsupervised volunteers may work with children without a staff member present. Volunteers approved as "unsupervised with driving" are allowed to drive children as part of their volunteer activity. Please note that volunteers who drive children must provide proof of insurance and a copy of their driver license to the CSS office.

Most of this information in this packet is just good common sense but some wording is required specifically by law. For those of you with experience with other local school systems, you will find that our guidelines are similar. Please let us know if anything appears unclear or confusing.

Thank you again for making time for our students.

Sincerely,

The Faculty and Staff of Charlotte Secondary School

## Volunteer Application Procedures

1. All volunteers, with the exception of visitors and one---time volunteers who do not interact with students, must complete a volunteer application packet which includes the following:

- Volunteer Application
- Volunteer Statements affirming understanding of : Confidentiality, Discrimination and Prohibiting Harassment, Intimidation and Bullying laws and procedures
- Volunteer Criminal History Disclosure/BackgroundCheck Consent

Volunteers who accompany students off---campus must complete a packet as noted above. In addition, all volunteers, 14 years of age and older, must complete a packet (e.g., high school student mentors or other students who will be more than a one---time volunteer in a school).

2. Volunteer application packets are to be renewed each year.  
Volunteer interests, availability and emergency contact information may change from year to year and should be current at each site where a volunteer works. The NC criminal screening may be done annually but no less than every other year.
3. Visitors and one---time volunteers do not need to complete an application UNLESS they interact with students in activities such as mentoring, leading a club, tutoring, accompanying a field trip, etc. One---time volunteers and visitors who remain under the direct supervision of teachers and staff and who do not interact directly with the students DO NOT need to complete the application packet. These volunteers should not be left alone with or have unsupervised contact with individual or groups of students. Examples of one---time volunteers: grandparent visiting a classroom; one---time basis classroom or assembly speakers; those who perform beautification work when school is not in session.

Any volunteers accompanying students off campus, however, must complete a volunteer packet including a background screening prior to the field trip. Volunteers on field trips are more likely to be alone with students, take students in small groups, and are responsible at a different level than in the situations described above.

4. A copy of the volunteer packet must be on file at the school.  
The Charlotte Secondary School Administrative Team will manage the volunteer application process. Volunteers' personal information is confidential.
5. All volunteers, including one---time volunteers and visitors must:
  - Sign in and out at the front office.
  - Wear identification badges during their volunteer activity or experience.
  - Acknowledge, "Relationships developed with children at school need to remain at school" and that, for their own protection, "volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer."
6. Volunteer drivers:  
Persons who drive as a component of their volunteer service must provide a copy of a valid NC driver's license and proof of vehicular insurance.

## Notice of Non-Discrimination

Charlotte Secondary School does not discriminate based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation in its programs and activities.

Have Questions or Concerns Please Contact:

Human Resources --- Donna Garrison, [donna.garrison@charlottesecondary.org](mailto:donna.garrison@charlottesecondary.org).

## Volunteer Clearance Levels

Volunteers will be provided with one of three clearance levels that indicate the types of assignments they can perform on behalf of The School. Those levels are:

- Supervised
- Unsupervised, without driving authorization
- Unsupervised, with driving authorization

Those who are cleared for supervised volunteer activities perform activities that take place under CSS staff supervision and involve little or no student contact. The activities should be in a public setting (classroom or group setting) that allows staff or multiple adults an unbroken view. These volunteers are not given any solitary time with students.

Examples of activities that can be performed in an unsupervised environment are speaking at assemblies, landscaping or beautification projects, clerical assistance, read-a-thon, lunch friends, classroom helpers, school fairs, proctoring, and athletic ticket-takers/concession sales.

Volunteers who are cleared for unsupervised activities without driving approval can be involved in activities that involve direct contact with students under limited supervision by school staff. These volunteers can have solitary time with students for short durations, generally 30 minutes or less. All activities are to be held in a location that staff and other adults can enter easily and observe at any time. Volunteers with the clearance level may have access to confidential student information only with parental consent.

Examples of activities that fall in this category are small group and one-on-one tutoring, field trip chaperones, mentoring, coaching, and reading buddies.

Those cleared to serve as unsupervised volunteers with approval to drive students are allowed to transport and engage with students in an off-campus setting with parental permission. A signed parental consent form is required prior to students being transported by volunteers. These volunteers are allowed to drive students on field trips, to competitions and other off-campus activities. A copy of a volunteers' valid driver's license and proof of insurance must be on file prior to transporting students.

## Anti-Harassment Policy

Charlotte Secondary School prohibits sexual harassment and other harassing actions based on race, color, gender, religion, national origin or any other category protected by federal, state

or local law or ordinance or regulation. This anti-harassment policy applies to all persons employed by the School, the Board of Directors, students, volunteers, contractors or others subject to the supervision and control of CSS at the school or any school-sponsored activity.

It shall be a violation of this policy for any school personnel or any student to harass other personnel or student sexually, or based on race, gender, religion, disability, or national origin. Further, it shall be a violation of this policy for any school personnel to tolerate such harassment at school-sponsored activities.

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communications of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition of obtaining or retaining employment or education; or
2. Submission to or rejection of the conduct or communication is used as a factor in decisions affecting employment or education; or
3. That conduct or communication substantially or unreasonably interferes with a person's employment or education by creating an intimidating, hostile or offensive environment.

Examples of conduct that may constitute sexual harassment when they meets this definition include:

- Unwelcomed physical contact;
- Unwelcomed, ongoing or repeated flirtation, propositions or remarks;
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- Graphic comments about a person's body;
- Sexual jokes, notes, stories, drawings, gestures, or pictures;
- Spreading sexual rumors;
- Touching an individual's body or clothes in a sexual way;
- Displaying sexual objects, pictures, cartoons or posters; and
- Impeding or blocking movement in a sexually intimidating manner.

Harassment based on race, gender, religion, disability, or national origin consists of physical or verbal conduct related to an individual's race, gender, religion, disability, or national origin when the behavior:

1. Creates an intimidating, hostile or offensive working or educational environment; or
2. Substantially or unreasonably interferes with a person's work or education; or
3. Otherwise is a serious impediment to a person's employment opportunities or educational opportunities.

Examples of conduct that may constitute harassment based on race, gender, religion, disability, or national origin when they meets this definition include:

- Graffiti containing racially offensive language;
- Name-calling, jokes or rumors;
- Physical acts of aggression against a person or his/her property because of that person's race, gender, religion, disability, or national origin; and

- Written graphic material that is posted or circulated through any medium that intimidates or threatens individuals based on of their race, gender, religion, disability, or national origin.

The responsibility for protecting students from sexual misconduct and abuses is shared by CSS employees, the Board of Directors, school volunteers, parents, state agencies, and law enforcement. In addition to conduct specifically addressed by this policy, it is imperative that only actions and communications that avoid the appearance of impropriety are taken with students. Employees should be aware of, and refrain from engaging in, behaviors often associated with inappropriate conduct including, but not limited to:

- Conducting on---going, private conversations with individual students that are unrelated to school activities or the well---being of the student that take place in locations inaccessible to others;
- Inviting a student or students home for visits without receiving express consent from the parents of the student(s);
- Visiting the homes of students without the knowledge of the parents;
- Inviting students for social interactions or contact off school property without the express consent of the parents; and
- Transporting students in personal vehicles without the express permission of the parents.

Personal contact and communication between adults and students always must be non---sexual, appropriate for the circumstances and unambiguous in meaning. Employees should respect boundaries consistent with their roles as educators, mentors and caregivers. Violations of these boundaries include, but are not limited to:

- Physical contact with a student that could reasonably be interpreted as constituting sexual harassment;
- Showing pornographic materials to a student;
- Unnecessarily invading a student's privacy;
- Singling out a student or group of students for personal attention and friendship beyond the bounds of a school setting;
- Conversations of a sexual nature with students not related to the employee's professional responsibilities; and
- A flirtatious, romantic or sexual relationship with a student.

Electronic communications, including social networking, provide the means for employees to communicate with students and provide personalized learning opportunities. To avoid violations of this policy or the appearance of impropriety, this communication shall be transparent, accessible to supervisors and parents and professional in content and tone. Factors that may be considered in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, timing, and frequency of the communication;
- Attempts to conceal the communication from supervisors and/or parents;
- Whether the content reasonably could be interpreted as soliciting a romantic relationship or sexual contact; and
- Whether the communication was sexually explicit.

## **Reporting Procedure**

Any employee or student believes that he/she has been a victim of any form of harassment by school personnel should immediately report such incident(s) to the Finance and Human Resource Officer (FHRO). Similarly, any employee who has knowledge of conduct, which may constitute any form of harassment of a student, or another employee shall report such conduct. Students shall be encouraged to report any form of harassment, whether personally experienced or observed in relationship to others, to any school personnel.

Reports should be made as soon as possible, generally within fourteen (14) days of the occurrence. Oral or written reports shall be accepted. Reports made to persons other than the FHRO should be forwarded to the FHRO immediately. Any report that involves the FRHO shall be reported to the Head of School. The Board of Directors' Human Resources committee shall be notified when a report of alleged harassment is made against any CSS employee.

The complaint, the identity of the person making the report and the person or persons allegedly responsible for the harassing action will be disclosed only to the extent necessary to fully investigate the complaint and only when disclosure is required or permitted by law. A complainant, who wishes to remain anonymous, will be advised that anonymity may limit the ability to fully respond to the complaint.

## **VOLUNTEERS IN SCHOOL THE POLICY**

The Charlotte Secondary School Board recognizes the valuable contributions volunteers of the community make to students and schools. The board welcomes volunteers and endorses a volunteer screening program to ensure the health and safety of students, staff, and volunteers.

Volunteers of the Charlotte Secondary School involved in volunteer assignments longer than one day in length that involve contact with our students shall be subject to the specific screening requirements. Under certain conditions, volunteers site for one day or less or who volunteer in a capacity that does not include student interaction are exempt from such requirements.

### **Volunteer Screening Requirements**

1. Application
2. Volunteer Statement Affirming Understanding of confidentiality, non---discrimination and anti---harassment policies
3. Background Check Consent and Release
4. Relinquishment of Claims Against Charlotte Secondary School
5. Provide copy of driver's license and car insurance [only needed if transporting students for a school event]

The Head of School or any other designated administrative staff member shall be involved in the recruitment of volunteers and shall make final approval of any volunteer serving in his/her area of supervision.



The Head of School shall develop guidelines and procedures to implement the provisions of this policy.

Please make sure you have read the entire Volunteer Packet before submitting the following paperwork. The packet can be found online at <http://charlottesecondary.org/forms/>

**Volunteer Application**

Availability: Please write in your preferred hours and days below:

Volunteer Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Business/organization: \_\_\_\_\_  
 Name of person to contact in the event of an emergency: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
 Name of regular physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe special medical conditions (allergies, etc.) or special accommodations you have:  
 \_\_\_\_\_  
 \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday

Placement Information: The following information will allow us to match your expertise, interest, and skills with staff requests for volunteers. It will also assist us in recognizing your volunteer efforts.

Grade Level(s) Preferred \_\_\_\_\_

Please indicate below which category(s) you prefer as a volunteer:

- Special events (show preferred) \_\_\_\_\_
- Chaperone/drive for field trip (please provide copy of driver's license and car insurance)
- Tutor (show subject) \_\_\_\_\_
- Recess coverage     Lunch coverage     Clerical

I am interested in starting an extra---curricular club in \_\_\_\_\_.

I wish to serve on a school/site committee (specify if known) \_\_\_\_\_

Bilingual: Yes	No	Language	
I hold certification in first aid/CPR.		First Aid Card Expiration Date	
CPR Card Expiration Date			
<b>For Office Use: Received:</b>		<b>Check:</b>	<b>Database:    Email:</b>

## Volunteer Statement Affirming Understanding

I understand that information regarding students, families, staff, and the organization may be confidential in nature. As a volunteer for the Charlotte Secondary School will...

- Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization and keep personal information confidential at school and after I leave school.
- Be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- Immediately report directly to the Head of School any information disclosed to me concerning a child's safety.
- Make reasonable efforts to assure that each student is protected from harassment or discrimination. I will not harass nor discriminate against any student, staff member or volunteer on the basis of race, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

Volunteers are also reminded that permission to communicate with a student outside the regular school day must be granted by the student's parent/guardian; Charlotte Secondary School cannot and will not grant this permission.

I acknowledge the Volunteer Packet and I understand it is my responsibility to read and understand all materials found at <https://charlottesecondary.org/parents/>

I will provide a copy of my driver's license and car insurance if transporting students for a school event.

If I have questions, regarding any of the materials provided I understand I am to contact Donna Garrison at [donna.garrison@charlottesecondary.org](mailto:donna.garrison@charlottesecondary.org)

Signature \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_



## Volunteer Background Check Consent and Release

A criminal history background check is required for all volunteers who have unsupervised access to children and/or vulnerable adults. Please provide the following information:

Full Legal Name \_\_\_\_\_

Previous Names \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Soc Sec Number \_\_\_\_\_ Driver's Lic State & Number \_\_\_\_\_

Current address \_\_\_\_\_

Other address(es) in last 5 years \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested, convicted of, pleaded no contest to, or received Prayer for Judgment for a misdemeanor or felony? \_\_\_ Yes \_\_\_ No

If YES, please explain. Attach an additional page as necessary.

I certify under penalty of perjury that the foregoing is true and correct. I hereby grant permission for Charlotte Secondary School to obtain information regarding my criminal history. The criminal history record may include arrest and conviction data, as well as plea bargains and deferred adjudication and reference to delinquent conduct as a juvenile. I understand this information may be used as part of the determination of my eligibility to volunteer with the School. I have the right to review the criminal history if I dispute the records received, and I understand that the criminal history could contain information presumed to be expunged.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

If applicant is under 18 years of age, a parent/guardian's signature is required.

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

## Relinquishment of Claims Against School

I recognize and acknowledge that there are risks in my presence and participation in this volunteer program. I agree to indemnify, hold harmless, waive and relinquish all claims I may have against Charlotte Secondary School ("The School") including any negligence claims on the part of the school and its officers, agents, employees, representatives or other volunteers arising out of, in connection with any activity or event in which I actively participate, or in connection with transportation to and/or from such activities and events.

This release and waiver of liability is executed on the date by the signee, below, in favor of Charlotte Secondary School, a non--profit organization, its directors, officers, employees and agents. I, the volunteer, desire to work in an unpaid capacity on behalf of The School and engage in activities related to being a volunteer. I do hereby freely, voluntarily and without duress execute this release under the following terms:

1. Waiver and Release --- I hereby release and discharge and hold harmless Charlotte Secondary School from any liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work for The School. I understand that this release discharges Charlotte Secondary School from any liability or claim with respect to any bodily injury, personal injury, death or property damage, or any other claims that may result from my work for Charlotte Secondary School, whether caused by the negligence of The School or its officers, directors, employees, or agents. I also understand that Charlotte Secondary School does not assume any responsibility for or obligation to provide financial assistance or other assistance, including, but not limited to, medical, health or disability insurance in the event of injury or illness.
2. Medical Treatment --- Except as otherwise agreed to by Charlotte Secondary School in writing, I do hereby release and discharge The School from any claims whatsoever that arise or may hereafter arise on account of first aid, treatment or service rendered in connection with my work on behalf of Charlotte Secondary School.
3. Assumption of Risk --- I expressly and specifically assume the risk of injury or harm in these activities and release Charlotte Secondary School from all liability for injury, illness, and death or property damage resulting from the activities of volunteer work for The School.
4. Photographic Release --- I hereby grant and convey all rights, title and interest in any and all photographic images, video and audio recordings made by Charlotte Secondary School during my volunteer work for The School, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

Volunteer Name (print): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If volunteer is under 18 years of age, a parent/guardian's signature is required.

Parent/Guardian's signature \_\_\_\_\_

Date \_\_\_\_\_