

West Greenville School  
Visitor and Volunteer Guidelines



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## Greenville County Schools Visitor and Volunteer Guidelines

All volunteers must receive District approval prior to volunteering at any school/center or chaperoning any school field trip. Volunteers should allow for up to 2 weeks for the approval process. All volunteers must submit an application to the school and receive clearance from the District before interacting with children in the school or chaperoning any field trip. Volunteers are identified by two different categories, Level I or Level II. The application process for each is detailed below.

### **Level I (Requires the presence and supervision of a GCS employee at all times)**

Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school, which is done automatically when you submit your required identification at school check-in. Level I volunteers may volunteer in classrooms, work in the School Store, and participate in school activities on campus as long as staff members are present.

Level I application process:

- To access the volunteer application system, enter:  
<https://apps.raptortech.com/Apply/MzE6ZW4tVVM=> and complete the Volunteer Application Form, a Level I volunteer only selects those functions not containing (Vol. II) in the name.
- Once approved the Level I volunteer is notified by email.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

### **Level II (Allows interaction with students without a GCS employee present)**

Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as an annual criminal background check. **Chaperones for field trips are required to be a Level II volunteer, regardless of the destination.**

Level II application process:

- To access the volunteer application system, the applicant enters:  
<https://apps.raptortech.com/Apply/MzE6ZW4tVVM=> and complete the Volunteer Application Form, a Level II volunteer can select all functions available including those with (Vol. II) in the name. By selecting Vol. II functions the system will conduct a criminal background check.
- Once approved the Level II volunteer is notified by email. This process could take up to two weeks to complete.
- Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

**West Greenville School  
School Volunteer Job Description**

Position: School Volunteer

Supervisor: Director

General Job Description: Various volunteer duties at school site on as needed basis.

Job Activities:

1. Assist the teacher with instructional activities, such as
  - a. help students understand and follow directions,
  - b. listen to students read,
  - c. read to students,
  - d. assist with work completion,
  - e. prepare students for schedule changes and transitions,
  - f. keep classroom materials in order, etc.
2. Assist with campus beautification projects including yard work, planting, weeding, and designing.
3. Assist in ensuring student safety on field trips in the role of chaperone.
4. Assist with school and family events as fundraisers, preparation, decorations, and clean-up.
5. Coaching and mentoring.
6. Assist with special projects including but not limited to picture days, school store, plant sales, etc.
7. Assist during standardized testing as a monitor.
8. Perform other voluntary jobs as identified by the school.

## **Confidentiality**

All school volunteers are expected to sign a confidentiality agreement. All things that are seen and heard at school about children and their families should be considered privileged information.

- Treat all student information as personal and confidential regardless of source.
- Communicate relevant information about students to the respective classroom teacher or building administrator.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Understand that not all student information can and will be shared with volunteers.
- All communications with the parent and/or guardian will be done by school personnel.

## **Student Discipline**

Classroom management and student discipline is the sole responsibility of school personnel. If a student should misbehave in your presence, you should report this immediately to the staff member in charge. The staff member will then determine the necessary course of action.

## **Site Information**

Volunteers are always welcome at West Greenville School. Below are a few items to ensure your volunteer time is productive.

- Please park in the parking lot on the side of the building to keep lanes at and near the schools' main entrance clear.
- Before you join in your activity, please be sure you sign-in at the front desk and wear a name badge any time you are in the building.
- Please respect that classes may be in session and should not be interrupted without prior notice from the front desk.
- Be mindful of your dress as it should be comfortable and appropriate to be working on projects and/or interacting with students.

## **Before You Start**

Before you begin your volunteer experience, please discuss the following items with the classroom teacher.

- School and classroom rules, and which rules apply to adults as well as students.
- Classroom procedures, methods of reinforcing students, and emergency procedures.
- Specific duties and strategies that you should use to carry out those duties.
- How and when to contact your teacher regarding a change in your schedule, etc.
- How the students will refer to you (Ms., Dr., Mrs., Mr., etc.).



### **Statement of Confidentiality for School Visitors and Volunteers**

I have read and understand the expectations and confidentiality for being a West Greenville School Volunteer. I understand that confidentiality is important and that I must adhere to the volunteer expectations I was provided in the *West Greenville School Visitor and Volunteer Guidelines*.

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Signature

Date