

## Volunteer Registration Process

**Thank you for your interest in volunteering in Calhoun City Schools. Volunteering is an integral part of your child's education and our instructional program. They make a difference in our students' lives and play an invaluable role in their education and development. We recognize that community support is vital to the success of our schools, so we welcome and appreciate visitors and volunteers to our school!**

*Procedures have been put into place by our school district to ensure the safety of all students when a visitor or volunteer is on campus. Sometimes these processes can seem cumbersome, but we appreciate your patience in helping us maintain our number one focus; the safety of our children!*

### Visitors

A visitor is one who acts only in the capacity of a parent (i.e. lunch visits, at parties, field day spectators, parent/teacher conferences, 504/IEP meetings, and school-wide and classroom programs or competitions; this list is not exhaustive). Visitors will be asked to present their state issued ID upon entering the school. This ID will be run through our state software and, upon clearance, you will be given and must wear a nametag for the duration of your visit. Nametags must be clearly visible at all times.

### Volunteers

A volunteer is one who performs a duty that a staff member could also perform (i.e. reading to your child's class, making copies, working in the media center, etc.). Volunteers must be over the age of 18 who wish to contribute their service to the school system. Calhoun City Schools reserves the right to deny volunteer privileges if it deems appropriate and in the best interest of CCS.

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### Guidelines for Volunteer Levels

- **Level 1** volunteers are non-district personnel who will have no unsupervised or direct interaction with students such as volunteers working on playground construction or assisting with facilities maintenance when school is not in session.
  - **Examples include:** classroom readers, student mentors or career day speakers with school/district personnel present at all times, outside student agency with parent release.
  - **Clearance Requirements**
    - Copy of state-issued photo identification
    - Georgia sex offender registry
    - Approval from the principal or designee.
- **Level 2** volunteers are non-district personnel who interact with students, with or without other adults at all times present, as well as volunteers who handle monies.
  - **Examples include:** one day field trip chaperones, book fair volunteers, classroom helpers, in-class tutors, field experience students, retired educators that supervise students, set builders, concession stand workers, local bus route chaperones and Parent Teacher Organization.
  - **Clearance Requirements**
    - Volunteer Release Form
    - Copy of state-issued photo identification
    - Georgia sex offender registry
    - Clearance requirements (background check, release form, confidentiality agreement)
    - Confidentiality and Mandated Reporter Agreement
    - Approval from the principal or designee
    - Registered sex offenders may not volunteer. School administrators shall have the discretion to pursue any other screening methods including, but not limited to, personal interviews and reference checks.
- **Level 3:** Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students.
  - **Examples include:** chaperones on overnight field trips, individuals who assist with athletics, arts, or

academics programs and mentors who have unsupervised interaction with students.

○ **Clearance Requirements**

- Volunteer Release Form
- Georgia sex offender registry
- Clearance requirements (background check, release form, confidentiality agreement)
- Confidentiality and Mandated Reporter Agreement
- Cogent fingerprinting
- Approval from HR and principal or designee required

**Note:** School visitors are not considered volunteers.

**Criminal Background Check Requirements**

In support of student safety, CCS requires that all schools and administrative offices identify and screen all volunteers in accordance with the following guidelines. Security clearances for volunteers must be renewed every 3 years.

**Qualifications of Volunteers** (Prior to participating in a volunteer activity):

Level 1

- Copy of state-issued photo identification
- Georgia sex offender registry
- Approval from the principal or designee

Level 2

- Volunteer Release Form
- Copy of state-issued photo identification
- Georgia sex offender registry
- Clearance requirements (background check, release form, confidentiality agreement)
- Confidentiality and Mandated Reporter Agreement
- Approval from the principal or designee

Level 3

- Volunteer Release Form
- Georgia sex offender registry
- Clearance requirements (background check, release form, confidentiality agreement)
- Confidentiality and Mandated Reporter Agreement
- Cogent fingerprinting
- Approval from HR and principal or designee

**Disqualification of Volunteers**

School administrators with justified concerns have the authority to exclude individuals from participating in volunteer activities in their schools or request an up to date background clearance. Volunteers—including parents—who are excluded from Level 2 or 3 volunteer activities due to a disqualifying offense on the background check or sex offender registry may not participate in Level 1 volunteer activities. Parents/guardians who are excluded from volunteer activities may attend public events at the school such as Parent-Teacher meetings and student performances.

**Volunteer Approval Procedures**

1. Determine the volunteer level (see below).
2. Complete the documents required for the respective volunteer level.
3. Return completed documents to the school office.
4. Wait for the approval notice from the school designee prior to volunteering

**Expectations of Volunteers**

CCS volunteers are representatives of the school community and role models for students. As such, volunteers are expected to adhere to the system's policies and procedures. Volunteers must take personal responsibility for understanding the system's ethical standards and applying them in volunteer activities.

All volunteers are expected to:

1. Make decisions based on what is best for students in all cases
2. Maintain honest, equitable, professional relationships with students, parents, staff members, community members and other volunteers
3. Observe local, state and federal laws, policies, rules, and regulations
4. Maintain confidentiality of privileged information
5. Support cooperation between the school and the community
6. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or propaganda of any kind
7. Safeguard school property, equipment, and materials
8. Implement board policies in a spirit of good faith
9. Comply with appropriate standards of professional conduct including, but not limited to, displaying appropriate behavior, language and attire at all times

### **Identification**

School volunteers must sign-in and out in the school office and obtain a visitor badge in accordance with school procedures.

### **Access to Student Information**

School volunteers shall not have access to confidential student information including Infinite Campus without express written consent from the parents/legal guardians of the students.

### **Steps to Access the Sex Offender Registry**

1. Go to
  - a. <https://gbi.georgia.gov/georgia-sex-offender-registry>
2. Click on Sex Offender Search Page (under GA sex offender registry)
3. Click agree
4. Type name you want to search

OR

1. Go to
  - a. [http://state.sor.gbi.ga.gov/Sort\\_Public/SearchOffender.aspx](http://state.sor.gbi.ga.gov/Sort_Public/SearchOffender.aspx)
2. Type name you want to search



# Calhoun City Schools

## Volunteer Release Form

[www.calhounschools.org](http://www.calhounschools.org)

(706)629-2900

### Volunteering Location

School/Site: \_\_\_\_\_ Administrator: \_\_\_\_\_

### Volunteer Contact Information

Volunteer Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Date of Birth (MONTH/DAY/YEAR): \_\_\_\_\_ Agency or Organization (if applicable): \_\_\_\_\_

Home Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

### Volunteer Release

Check if appropriate:  a parent/guardian  a relative of a CCS student  
If yes, please list full names, grades, and schools of children attending CCS

\_\_\_\_\_

1. Have you ever been found guilty, entered a plea of nolo contendere, been granted first offender treatment without adjudication of guilt, been placed under a court order whereby an adjudication or sentence was otherwise withheld for a felony or any misdemeanor of a high and aggravated nature, or is any charge currently pending against you of the same nature?  Yes  No

2. Have you ever been investigated for allegations of sexual offenses?  Yes  No

3. Have you ever been accused of and/or investigated for a crime of child abuse or physical abuse?  Yes  No

*In this application, I have provided accurate information to the best of my ability. I have received any training required for my volunteer position, and I understand and will comply with the expectations of volunteers in the Calhoun City Schools described in Volunteer Registration Process. I also understand that Calhoun City Schools reserves the right to refuse the service offered by any volunteer.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*For official use only \*\*\*

#### For Level 2 Volunteers Only

- Volunteer Release Form
- Georgia sex offender registry
- Confidentiality and Mandated Reporter Agreement
- Clearance requirements  
(background check, release form, confidentiality agreement)
- Copy of state-issued photo identification
- Approval from the principal or designee

Approved  Denied – Reason: \_\_\_\_\_

\_\_\_\_\_  
Principal or Designee Signature

\_\_\_\_\_  
Date

#### For Level 3 Volunteers Only

- Volunteer Release Form
- Georgia sex offender registry
- Confidentiality and Mandated Reporter Agreement
- Clearance requirements  
(background check, release form, confidentiality agreement)
- Copy of state-issued photo identification
- Cogent Fingerprinting (On file with HR)
- Approval from the HR Dept

Approved  Denied – Reason: \_\_\_\_\_

\_\_\_\_\_  
HR Designee Signature

\_\_\_\_\_  
Date





## Confidentiality and Mandated Reporter Agreement

I, the undersigned, understand that in the course of my volunteer time within Calhoun City Schools, I may become aware of confidential information about students and staff. This information may include, but not be limited to, such issues as students' enrollment status, daily schedule, academic performance, attendance record, disciplinary record, disabilities, and other educational matters. I agree to maintain strict confidentiality and recognize that I may not share this information with anyone who does not have specific school authority for access.

I understand that under current GA law (O.C.G.A. § 19-7-5), school-affiliated volunteers are considered as *mandated reporters* of suspected child abuse. Should I gain information that leads to a suspicion of child abuse through a verbal/written communication, direct observation, or some other manner, I understand that I must report this information to the school's administration immediately. Upon reporting any such concerns, I understand it would become that administrator's (or a designee's) responsibility to then report the suspected abuse to the appropriate state or local investigative agency. This information should also remain confidential. I further understand that failure to report a suspicion of abuse or neglect may result in a misdemeanor or revocation of my volunteer or employment status.

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Printed Name

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Date

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Signature

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Date