

## **Volunteer Registration Procedures**

**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, handling money, 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.

**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.

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### **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

### **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.
  - **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 who are not responsible for verification of funds, and local bus route chaperones.
  - **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** volunteers are non-district personnel who will have direct, unsupervised interaction with students and non-district personnel who handle or verify funds.
  - **Examples include:** chaperones on overnight field trips, individuals who handle and verify funds, 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.

**Summary of Clearance Requirements** (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.

### **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

### **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: \_\_\_\_\_

#### 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: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**Please Check One:**

Employee	_____	School	_____
Substitute	_____	Teacher	<i>If appropriate,</i>
Volunteer	_____	Teacher	_____

**CRIMINAL BACKGROUND CHECK CONSENT FORM**

I hereby authorize the Calhoun City School System and the Calhoun Police Department to receive any criminal history record information pertaining to me, which may be in the files of any state or local criminal justice agency in Georgia.

**FULL NAME: (PRINT)** \_\_\_\_\_  
LAST FIRST M.I. MAIDEN

**SOCIAL SECURITY #** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_ **SEX** \_\_\_\_\_

**ETHNIC/RACE ORIGIN: (Please answer both parts)**

PART 1: (ETHNICITY – Choose only one)

\_\_\_\_\_ Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

\_\_\_\_\_ No, Not Hispanic/Latino

PART 2: (RACE(s) -Check all that apply)

\_\_\_\_\_ American Indian or Alaskan Native: (A person having origins in any of the original peoples of North & South America (including Central America), who maintains a tribal affiliation or community attachment.)

\_\_\_\_\_ Asian: (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, & Vietnam.)

\_\_\_\_\_ Black or African American: (A person having origins in any of the original peoples of the Black racial groups of Africa.)

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander: (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

\_\_\_\_\_ White: (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NOTARY SIGNATURE** \_\_\_\_\_  
(NOTARY PLEASE USE SEAL)



## 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



# CALHOUN CITY SCHOOLS

## Charter School System

*A Tradition of Excellence in Academics, Arts and Athletics*

### INSTRUCTIONS FOR ELECTRONIC FINGERPRINTING

- The GBI will no longer accept manual (inked/rolled) fingerprints cards for processing. The new process is to be electronically fingerprinted. This allows for no/minimal errors and quicker results.
  - For assistance with the registration process please contact Jan Monsour at 706-602-6655.
  - The fee for fingerprinting may be paid by credit card or money order. If you wish to pay by credit card, you must have your credit card information with you at the time of registration. If you are going to use a money order, you must take it with you to the fingerprint site.
  - To register you will need to go to the following website. (Make sure you have a printer installed on the computer to print your confirmation)
  - [www.aps.gemalto.com](http://www.aps.gemalto.com) (If this link does not connect, please complete a Google search using "GAPS Fingerprints" and click on link Cogent Application Fingerprint Registration Systems).
  - Look for the APPLICANT Registration tab/box.  
Look for the Education Agencies tab/box. (Top right hand corner)  
Public Schools tab/box  
Accept and Continue  
You will only need to complete the fields that are in YELLOW.  
Make sure you choose the correct Agency: **Calhoun City Schools (ORI# GA930340Z)**  
**The reason for fingerprinting: (Drop Down Field) Choose either Public Schools – Volunteer or School Employment – Public Schools (\*substitutes will choose volunteer then put substitute in the position box)**  
**Fill in the position applied for tab/box. Example: Community Coach, Teacher, Paraprofessional, Substitute.**
- \*When the registration process is complete, print the receipt & take it with you to the GAPS site.
- Attached to this notice is information on the closest sites available.

If you have any questions, call Jan Monsour at 706-602-6655

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## Site Information of GAPS Fingerprinting

*Call before going to the location to verify office hours.*

### **Cartersville Drug and Alcohol Testing**

402 Martin Luther King Jr. Drive

Cartersville, GA 30120

770-606-1700

Monday – Friday 8:30 a.m. to 3:00 p.m.

### **National Title Pawn of Cleveland**

2102 Cleveland Highway

Dalton, GA 30721

706-279-1163

Monday – Friday 9:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

Saturday 9:30 a.m. to 11:30 and 12:00 p.m. to 2:30 p.m.

### **Walden Security**

694 Manufacturers Road

Chattanooga, TN 37405

1-888-439-2512

Monday, Tuesday, & Wednesday 8:00 a.m. to 11:00 a.m.

and 1:00 p.m. to 4:00 p.m.

### **The UPS Store #4805**

96 Craig Street, Suite 112

East Ellijay, GA 30540

706-698-4877

Monday through Friday 7:30 a.m. to 6:00 p.m.

Saturday 7:30 a.m. to 1:00 p.m.



## **NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

### ***CCS Procedures***

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- CCS provides the Notice to all applicants, prior to receiving authorization from the applicant, that fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI.
- CCS provides a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card when fingerprints/biometrics are used to conduct a FBI national criminal history check.
- If you have a criminal history record, CCS allows you the opportunity to complete or challenge the accuracy of the information in the record.
- CCS procedures for changing, correcting, or updating your criminal history record are the same as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- CCS allows the applicant 30 days to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- CCS uses the results of the criminal history record check only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.