

RABUN COUNTY SCHOOL SYSTEM

Visitor and Volunteer Procedures



Dr. April Childers, Superintendent

Dr. Amy Pruitt, Volunteer Coordinator

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Rabun County School System Visitor Volunteer Information

Part of keeping students and faculty safe is knowing who is in our buildings at all times. The Rabun County School District uses an electronic system to track visitors and volunteers in our schools.

This system will require visitors and volunteers to scan a valid driver's license upon entering the school to check a student in or out of the school, to visit the school for an event, or to volunteer. The system will check the scanned information against a national database of registered sex offenders, as well as school-entered information on individuals who are not allowed on building property.

Once approved, visitors will obtain a visitor badge from the office staff so all guests to the building are easily identified. Any visitor or volunteer who is not wearing a badge will be escorted back to the front office until proper procedures have been followed. (If you are picking up or dropping off a child you will not receive a badge after the scan, you will be instructed to complete the normal check in and out system for students.) All visitors and volunteers must check out with office staff before exiting the building.

Visitors

Anyone who is not a regular staff member or student of the school will be considered a visitor. All visitors must enter the school building through the main entrance. There they will be required to register, and must present a valid drivers' license or official identification to the front office clerk who will then scan the identification into the Raptor system. Visitors must check out with the front office staff upon leaving the building.

Visitors are **never alone with a student other than their personal child.**

Visitors are not allowed to take pictures of any student other than their own personal child.

The following activities are considered visitor activities:

Guest speakers

Performers

Parents attending class parties

Eating lunch with your student (no outside food is allowed)

Assisting at field day

Concession stand workers

Visitor status can be revoked at any time per the discretion of the district.

Volunteers

A volunteer is any non-compensated person, age 21 or older, who wishes to donate his or her time within a school building, at a school sponsored event, or where children are present. The purpose of volunteering is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. Volunteers will be required to register when entering the school building, and must present a valid drivers' license or official identification to the front office clerk who will then scan the identification into the Raptor system and check it against the approved list of volunteers.

An application for volunteer service is not a guarantee of approval. Applications are reviewed by the district volunteer coordinator and school principal and approval for service is granted on the basis of qualifications of the volunteer applicant and the available openings for volunteers at the schools.

All volunteers must be approved and cleared by the district volunteer coordinator and school principal according to the guidelines below prior to beginning service. Volunteer status can be revoked at any time per the discretion of the district and the district reserves the right to refuse a school volunteer position appointment for any reason.

Volunteers may work with an individual or a small group of students during normal school hours on school grounds, after hours in school sponsored programs or events, and on overnight field trips under the supervision of the principal or his/her designee. Meetings with students should always be in observable, non-isolated areas of the school (such as courtyard, commons area, media center, etc.)

Examples of volunteers include:

Working with the Family Engagement Specialist

Tutors

Mentors (Mentors are volunteers who regularly meet with individual students throughout their school career.)

Field trip chaperones (both regular day and overnight)

Volunteers may not take pictures of students.

State and Federal Background Check

In order to protect the safety and security of children and school staff, all volunteers must undergo and clear a full (federal and state) criminal history and background check with the Rabun County Board of Education prior to beginning service. No volunteer or overnight chaperone may begin service until they receive a clear criminal history and background check. To ensure the most thorough and accurate results, Rabun County Schools utilizes an electronic live scan fingerprint system administered by Pioneer RESA for criminal history and background checks. **No criminal history or background checks from any other source are accepted for volunteer clearance without approval of the volunteer coordinator and other district administrator.**

The criminal history and background check must be completed every two years for returning volunteers. If a volunteer has a break in service of more than one school year, he or she must submit to a new criminal history and background check prior to returning to service. The applicant will be contacted by the district to schedule fingerprinting

The cost of the background check is \$50.00 and is the responsibility of the volunteer applicant. **The applicant must bring the following to the fingerprinting appointment: Driver’s license or photo ID and \$50.00 in the form of cash or check.** Volunteers who wish to make a commitment to become a mentor to students have the option to be reimbursed for the cost of fingerprinting after successful completion of school mentor requirements throughout the year. Reimbursement for mentors will only occur after mentors complete school level requirements for a minimum of one semester.

Volunteer Clearance Requirements	
1.	Complete the application and other requirements at this link: Volunteer Application .
2.	Complete Darkness to Light Training (see below)
3.	Complete Mandated Reporter Training (see below)
4.	Criminal history and background check (complete fingerprinting release form and return to Amy Pruitt at RCBOE)
5.	Wait for notification of approval from RCSS before working with any student.

Online Training Instructions (all steps must be completed for Volunteers)	
Darkness to Light	<ol style="list-style-type: none"> 1. https://www.fliptheswitchcampaign.org/ 2. Follow the steps provided and use the code, “FLIPTHESWITCH” to avoid any fees. 3. Print or scan your certificate and return it toto Dr. Amy Pruitt.
Mandated Reporter	<ol style="list-style-type: none"> 1. https://www.gadoe.org/wholechild/Pages/Child-Abuse-and-Child-Protection.aspx <ol style="list-style-type: none"> a. Child Abuse and Neglect: Online Training for Educators and Volunteers 2. Print or scan your certificate and return it to Dr. Amy Pruitt.

Community Coaches

Rabun County Schools encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. You will work under the direction and supervision of the teachers and principal, and shall act in accordance with district policies, regulations and school rules.

An application for volunteer service is not a guarantee of approval. Applications are reviewed by the district volunteer coordinator, school principal, and athletic director and approval for service is granted on the basis of qualifications of the applicant and the available openings for community coaches at the schools. All community coaches are required to complete the GHSA Community Coach Course in order to receive their Lay Coach Certification. The cost of the course is \$325 to be paid by the community coach.

All community coaches must complete the GHSA Community Coach Course, submit their lay coach certificate, and must be approved and cleared by the district according to the guidelines below prior to beginning service. Volunteer status can be revoked at any time per the discretion of the district and the district reserves the right to refuse a school volunteer position appointment for any reason.

Community coaches may work with an individual or a small group of students during normal school hours on school grounds, after hours in school sponsored programs or events, and on overnight field trips under the supervision of the principal or his/her designee. Meetings with students should always be in observable, non-isolated areas of the school (such as athletic fields, courtyard, commons area, media center, etc.)

State and Federal Background Check

In order to protect the safety and security of children and school staff, all volunteers must undergo and clear a full (federal and state) criminal history and background check with the Rabun County Board of Education prior to beginning service. No volunteer or overnight chaperone may begin service until they receive a clear criminal history and background check. To ensure the most thorough and accurate results, Rabun County Schools utilizes an electronic live scan fingerprint system administered by Pioneer RESA for criminal history and background checks. **No criminal history or background checks from any other source are accepted for volunteer clearance without approval of the volunteer coordinator and other district administrators.**

The criminal history and background check must be completed every two years for returning volunteers. If a volunteer has a break in service of more than one school year, he or she must submit to a new criminal history and background check prior to returning to service. The applicant will be contacted by the district to schedule fingerprinting

The cost of the background check is \$50.00 and is the responsibility of the volunteer applicant. The applicant must bring the following to the fingerprinting appointment: Driver's license or photo ID and \$50.00 in the form of cash or check. Community coaches have the option to be reimbursed for the cost of fingerprinting after successful completion of their respective season. Reimbursement for community coaches will only occur after community coaches complete their respective season.

RCSS Community Coach Clearance Requirements

1.	Complete the application and other requirements at this link: Volunteer Application .
2.	Complete Darkness to Light Training (see below)
3.	Complete Mandated Reporter Training (see below)
4.	Criminal history and background check (complete fingerprinting release form and return to Amy Pruitt at RCBOE)
5.	Complete the GHSA Community Coach course and submit certification to the Athletic Director.
6.	Wait for notification of approval from RCSS before working with any student.

Online Training Instructions

Darkness to Light	<ol style="list-style-type: none"> 1. https://www.fliptheswitchcampaign.org/ 2. Follow the steps provided and use the code, “FLIPTHESWITCH” to avoid any fees. 3. Print or scan your certificate and return it toto Dr. Amy Pruitt.
Mandated Reporter	<ol style="list-style-type: none"> 1. https://www.gadoe.org/wholechild/Pages/Child-Abuse-and-Child-Protection.aspx 2. Child Abuse and Neglect: Online Training for Educators and Volunteers 3. Print or scan your certificate and return it toto Dr. Amy Pruitt.

Georgia High School Association Requirements (GHSA)

(Applies to high school coaches only.)

More information can be found [here](#).

1.	Upon agreement with the school principal and athletic director, an online registration form is to be filed on your behalf with GHSA. The school will register you for the course by completing the registration form on the GHSA online registration program.
2.	Submit payment of \$325 to Rabun County High School as payment for the Community Coach Course.
3.	Complete 4-hour PREPARE/ First Aid class and an 8-hour Principles for Coaching class and pass both exams with an 80 or higher (your fingerprints/background check must be completed before you take these classes)
3.	Wait for notification of approval from RCSS before working with any student.

Rabun County Board of Education

**963 Tiger Connector Road Tiger,
Georgia 30576
Telephone: 706-212-4350**

Fingerprinting Consent Form & Notification of Applicant Privacy Rights

I hereby authorize the Rabun County Board of Education to receive any Georgia or federal (GBI & FBI) criminal history record information pertaining to me which may be in the files of any federal, state or local criminal justice agency in Georgia.

I have received the Applicant Privacy Rights (attachment a), the Privacy Act Statement (attachment b), and Title 28 CFR 16.30- 16.34 (attachment c)

Print full name: _____
 First **Middle** **Last**

Address: _____
 City **State** **Zip Code**

Sex: _____ **Race:** _____ **Date of Birth:** _____
 Month **Day** **Year**

Social Security Number: _____ **Phone Number:** _____

Signature: _____ **Date:** _____

_____ **20-2-211.1 PUBLIC SCHOOLS EDUCATORS CERTIFIED**
_____ **35-3-34.2 (1) PUBLIC SCHOOLS NON-CERTIFIED**

The Rabun County School System does not discriminate in any educational programs or activities or in employment.

For fingerprinting official use only:

	RCSS Employee	After School Employee	Volunteer (mentor, tutor, FRR)	Substitute	Community Coach	Overnight Chaperone	Sports Volunteer
	Other:						