



LAY COACH INFORMATION

Social Circle City Schools encourages parents/guardians and other community members to share their time, knowledge, and abilities with our students. You will work under the direction and supervision of the coaches and principal, and act according to district policies, regulations, and school rules.

You may work with an individual student only in areas observable by staff, such as a hallway, the media center, or outdoors. You should not be alone with a student unless directed to do so by a staff person in charge, only under emergency or exceptional circumstances.

Procedures to become a Lay Coach:

1. Referral/recommendation by the coach, sponsor, or athletic director (as applicable).
2. Registration forms completed.
 - a. Meet the GHSA requirements for Lay Coach Certification
 - b. Complete a Lay Coach Registration Form and keep information updated
 - c. Complete a Fingerprint Consent Form
 - d. Complete NCPA/VCA Waiver and Consent Form.
 - e. Complete Fingerprint Consent Form
3. Email all completed forms to the principal for authorization (required before processing).
4. Call (770) 464-2731 to schedule an appointment to be fingerprinted
 - a. *Fingerprints are good for two years*, and the cost is \$44.00.
We accept credit/debit cards (excluding American Express).
We no longer accept cash or checks.
 - b. Bring your driver's license and Social Security card (or a valid passport) to your appointment.*
5. Your name must be submitted to the Board of Education for approval.
6. The coach, sponsor, or athletic director will notify you whether you have been approved.

**Without proper ID, your appointment will be rescheduled. Additional forms of accepted ID can be found on the Department of Homeland Security website.*

The district may decline your services for any reason. All information collected will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. School personnel will check the List of Registered Sex Offenders for anyone who will work directly with students.

Effective July 1, 2012, Georgia Law HB 1176 requires those who work with families or who come in contact with children to report suspected child abuse. You shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with this Code section. Such notification shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused.