



VOLUNTEER GUIDELINES

Basic Information

Each volunteer is a mandated reporter. Mandated reporter training is required for all volunteers. Please see building administrator for additional information on training. Criminal background checks are required for volunteers who may have unsupervised contact with students. Principals and/or their designee are expected to follow the process as stated in the student handbook for visitors and volunteers. Principals are expected to follow the guidelines when making and approving of the assignments of non-district personnel.

Georgia Law, O.C.G.A. § 42-1-15. Restriction on registered offenders residing, working, or loitering within certain distance of child care facilities, churches, schools, or areas where minors congregate; penalty for violations; civil causes of action.

(c) (1) On and after July 1, 2008, no individual shall be employed by or volunteer at any child care facility, school, or church or by or at any business or entity that is located within 1,000 feet of a child care facility, a school, or a church if the commission of the act for which such individual is required to register occurred on or after July 1, 2008. Such distance shall be determined by measuring from the outer boundary of the property of the location at which such individual is employed or volunteers to the outer boundary of the child care facility, school, or church at their closest points.

All background checks are valid for a calendar year consisting of 365 days from the point and time of the initial running of the check. For example, if you submitted an application and a check was conducted on September 30, 2016, it would be valid until September 30, 2017. Any date and time following September 30, 2017 would require a new background check.

Level 1

Level 1 volunteers are non-district personnel who will have no direct interaction with students such as volunteers working on playground construction areas or assisting with facilities maintenance when school is not in session. Level 1 volunteers and visitors do not require criminal background checks.

Will be escorted/supervised at all time

Level 2

Level 2 volunteers are non-district personnel, who will have direct interaction with students and will be supervised by Clayton County Public Schools (CCPS) personnel. When Level 2 volunteers interact with students, a CCPS employee must be present at all times. Level 2 volunteers will require a GBI criminal background check. Clayton County Public Schools Police Department (CCPSPD) shall check the volunteers' names in the Georgia Crime Information Center as well as the Federal Sex Offender Registry. Registered sex offenders may not volunteer under any circumstances. Examples of Level 2 volunteers include classroom helpers and in-class tutors.

There will be no charge for the above criminal background check.

Level 3 (Georgia Law, O.C.G.A. 35-3-34.2)

Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students. Level 3 volunteers shall be fingerprinted by the Clayton County Public Schools Police Department (CCPSPD) who shall check the volunteers' names in the Georgia and federal sex offender registries and have a GBI/FBI Criminal background check on file prior to service. Payment for the record check must be provided by the volunteer or a sponsoring organization. School administrators shall have the discretion to pursue any additional screening methods, including, but not limited to, personal interviews and reference checks. Level 3 volunteers must be approved by CCPSPD, prior to participating in activities involving direct, unsupervised interaction with students.

Examples of Level 3 volunteers include chaperones on overnight field trips who will have any unsupervised interaction with students and mentors who will have unsupervised interaction with students.

As of July 1, 2015, a forty-five (\$45.00) dollar fee will be charged for the criminal background check in accordance with GBI/FBI processing.

The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Each situation will be considered individually. Completed forms are maintained in a confidential manner at the district and/or schools office.

The district requires criminal checks on any volunteers who meet the following criteria.

- The volunteer will have unsupervised contact with students;
- The volunteer has a regular and ongoing assignment at the school;
- The volunteer will be off campus with students;
- The volunteer is a mentor to a student or students;
- The volunteer is a coach, activity director, or sponsor.

The Office of Safety & Security/Clayton County Public School Police Department (CCPSPD) will coordinate volunteer background checks for the district and will be responsible for:

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- Conducting the criminal records check in a confidential manner;
- Ensuring schools receive notification of the applicant results through written documentation accompanied with the original application in a timely manner.
- Maintaining a list of all volunteers checked each school year;
- Supplying schools with copies of volunteer interest forms, criminal background check forms and CCPS volunteer guidelines upon request;
- Ensuring volunteers are encouraged to report all arrest(s) that occur subsequent to their approval as a volunteer.

An individual who disagrees with any decisions regarding their status as a volunteer that results from the criminal background check may appeal that decision to the Principal of the school in which they are seeking approval from.