



## Guidelines for Volunteers

These Guidelines for Volunteers is intended solely for the mutual benefit of the Parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than the Richmond County Board of Education and its employees without limiting the generality of the foregoing, no rights are intended to be created for any student, parent or guardian of any student, spouse, employer or prospective employer of any student.

These Guidelines are not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education or its officers, employees, volunteers or other designated individuals for any act or omission to act related to this policy. Georgia's Constitution provides that school district employees are immune from liability when they are performing discretionary functions and they act without malice or intent to cause injury.

### Level 1

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

### Level 2

**Level 2** volunteers are non-district personnel who will have direct interaction with students with other adults present at all times. When Level 2 volunteers interact with students, a Richmond County School employee or no fewer than two other adult volunteers must be present at all times.

**Examples of Level 2** volunteers include parents/guardians volunteering for a daytime on-site band and athletic camp, field day or school fair, classroom helpers, in-class tutors.

**Level 2** volunteers will be required to complete the GCIC Background Form and the Mandated Reporter online training, but do not require fingerprinting or GBI/FBI criminal background checks. The **School Principal shall check** the volunteers' names in the Georgia and federal sex offender registries. Registered sex offenders may not volunteer.

- Georgia Sex Offender Registry: <http://services.georgia.gov/gbi/gbisor/> or [gbi.georgia.gov/Georgia-sex-offender-registry](http://gbi.georgia.gov/Georgia-sex-offender-registry)
- Federal Sex Offender Registry: <http://www.nsopw.gov/>

### Level 3

**Level 3** volunteers are non-district personnel who will have direct, unsupervised interaction with students.

**Level 3** volunteers will be fingerprinted by the Richmond County School District's **School Security & Public Safety** authorized personnel at **864 Broad Street, Augusta, Georgia**.

The fingerprinting fee is **\$37.00 paid by money order or cashier's check payable to RCSS**. This includes the completion of the GBI/FBI criminal background checks and the Mandated Reporter online training prior to volunteering.

Payment for finger printing must be provided by the volunteer or a sponsoring organization, such as a business partner, Parent-Teacher Association or the school in the form of a money order.

The building Principal shall have the discretion to approve volunteer assignments and pursue any additional screening methods, including, but not limited to, personal interviews and reference checks.

**Level 3** volunteers must be approved by RCSS authorized personnel and the Principal of the school 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. To include any off campus activities and any out of state band or athletic activities.

**Note:** School visitors are not considered volunteers. Examples of visitors include individuals who come to the school for the following reasons: visiting during lunch, at parties, at field day (only watching activities), at spring fling type activities such as giving out or taking tickets, dropping off goodies for a party; attending parent/teacher conferences, 504/IEP meetings, school wide and classroom programs; reading a book to the class with district personnel present at all times. This list is not exhaustive.

### **Criminal Background Check Requirements**

In support of student safety, the Superintendent 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 one or two years depending on the Volunteer Level.

#### **Level 1**

Level 1 volunteers do not require criminal background checks.

#### **Level 2**

**Level 2** volunteers will be required to complete the GCIC Background Form and the Mandated Reporter online. Registered sex offenders may not volunteer. The building Principal shall have the discretion to approve volunteer assignments and pursue any additional screening methods, including, but not limited to, personal interviews and reference checks.

Security clearances for **Level 2 volunteers must be renewed every two years.**

#### **Level 3**

**Level 3** volunteers will be fingerprinted by the Richmond County School District authorized personnel GBI/FBI criminal background checks and complete the Mandated Reporter online training prior to service.

**The fingerprinting fee is \$37.00 paid by money order or cashier's check payable to RCSS.**

The building Principal shall have the discretion to approve volunteer assignments and pursue any additional screening methods, including, but not limited to, personal interviews and reference checks. **Level 3** volunteers must be approved by RCSS authorized personnel and the Principal of the school prior to participating in activities involving direct, unsupervised interaction with students.

Security Clearances for **Level 3 volunteers must renew annually (every 12 months)**

### **Procedures**

1. Individuals interested in volunteering should contact the school's Parent Engagement Coordinator to complete the Volunteer Application.
2. Each school will determine the level of the volunteer's planned activities based on the guidelines for volunteers and inform applicants of approval to volunteer.
3. The Parent Engagement Coordinator will provide information about the next scheduled Mandated Reporter Training session or provide information on how to complete the online Mandated Reporter Training course. **This training must be completed by volunteers at levels 2 & 3 prior to volunteering in the schools.**

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Applicant Signature

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Date

The signature verifies that the applicant understands and has received a copy of these Volunteer Guidelines for their records.