Guidelines for Visitors and Volunteers

These Guidelines for Volunteers are intended solely for the mutual benefit of the Parties hereto, and there is no intention, expressed 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 again, 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 visitors visit a school for a one day / one time only event. Level 1 visitors are not required to complete the Volunteer Application process.

Note: School visitors are not considered volunteers. Examples of visitors include individuals who come to the school for the following reasons (this list is not exhaustive): school or classroom presenters/speakers, lunch visits, field day activities, attending parent/teacher conferences and parent meetings etc.

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When the visitor has a need to return on a regular basis to perform a volunteer function, the individual will need to complete the Volunteer Application process to apply to be a Level 2 or a Level 3 Volunteer.

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 must be present at all times.

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. All Volunteers' and Visitors' names will be checked in the Georgia and Federal sex offender registries by school administrators. Registered sex offenders cannot volunteer.

- **Georgia Sex Offender Registry:** https://state.sor.gbi.ga.gov/sort_public/Captcha.aspx (https://state.sor.gbi.ga.gov/sort_public/Captcha.aspx)
- **Federal Sex Offender Registry:** http://www.nsopw.gov/ (http://www.nsopw.gov/)

Level 3

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

Level 3 Volunteers must be fingerprinted by the Richmond County School System's School Security authorized personnel at 864 Broad Street, Augusta, Georgia. The fingerprinting fee is $39.25 and is payable by Debit or Credit Card, money order or cashier's check. Also required

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are the GBI/FBI criminal background check and the Mandated Reporter online training. All steps must occur
before volunteer activities begin.

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 will be approved by RCSS authorized personnel and the Principal of the school prior to participating in activities involving direct, unsupervised interaction with students.

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 will be renewed every one or two years depending on the Volunteer Level.

Level 1

Level 1 Visitors 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 will be renewed every two years.

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Level 3

Level 3 Volunteers will be fingerprinted by the Richmond County School System authorized personnel GBI/FBI criminal background checks and will complete the Mandated Reporter online training prior to service. The fingerprinting fee is $39.25 payable by Debit or Credit card, money order or cashier's check. 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 will 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 will renew annually (every 12 months).

Procedures

1. Individuals interested in volunteering should contact the school's Parent Engagement Coordinator or Designee to complete the Volunteer Application.
2. Each school principal 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 or Designee will provide information about the next scheduled Volunteer Training session and/or will 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 any school.