# Family & Community Engagement

## Volunteer Clearance Process

Richmond County School System (RCSS) welcomes parents, family members, and community members who want to support our students and schools. Individuals who are **not RCSS employees** and wish to serve as a **Level 2 or Level 3 volunteer** must complete required training and a criminal history background check before volunteering.

Your first step is to contact the **Family/Parent Facilitator or Volunteer Designee** at the school where you would like to volunteer. They will explain the requirements, upcoming training dates, and documents you will need.

### What You Need to Do

1. **Complete the Mandated Reporter Training.**
   Georgia requires volunteers to complete this free training before attending an in-person RCSS Volunteer Training Class. Follow the Mandated Reporter Training (/fs/resource-manager/view/bd11e57a-ee2f-4cd8-a536-a9b0e453d0da) instructions provided on this page. Technical assistance is available if you have trouble logging in (/fs/resource-manager/view/24fdcc81-b28e-4131-a6c1-cdfdc1e95b48).
2. **Contact the school where you want to volunteer.**
   After completing the Mandated Reporter Training, contact the school's Family/Parent Facilitator or Volunteer Designee. They will provide information about the next RCSS Volunteer Training Class.
3. **Choose your volunteer level.**
   Review the Volunteer Guidelines to learn about **Level 2 and Level 3 volunteer opportunities** and decide which level fits the activities you would like to support. Required forms and documents will be provided during the RCSS Volunteer Training Class.

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4. **Complete the required background check.**
   Level 2 and Level 3 volunteers must complete the required criminal history background check. Depending on the volunteer level, this may include a GCIC inquiry and fingerprinting.

## Please Plan Ahead

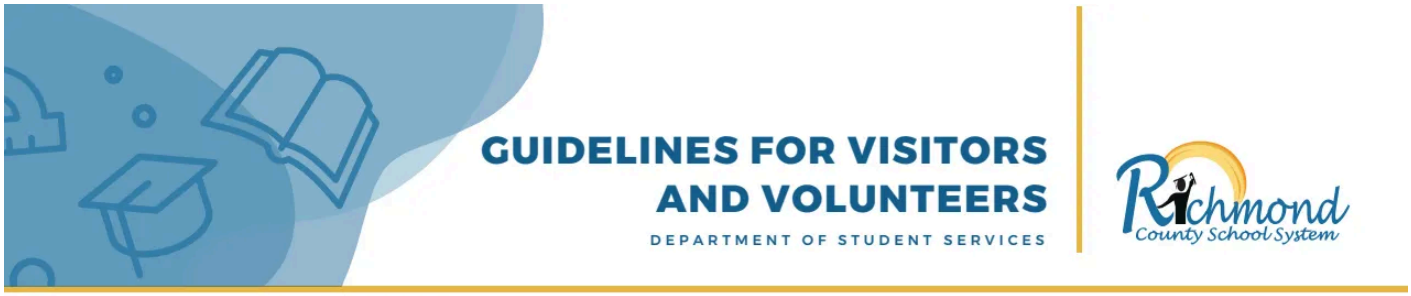
GCIC inquiries and fingerprint processing may take **10–14 business days**. Prospective volunteers should begin the process early enough to allow time for all requirements to be completed.

For questions about volunteer training or the application process, contact the **Family/Parent Facilitator or Volunteer Designee during school hours** at the school where you would like to volunteer.

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# 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.

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:** http://services.georgia.gov/gbi/gbisor/ or 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 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 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.

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(https://resources.finalsite.net/images/v1787057517/rcboeorg/yak9lvl47crwpoieq4kk/RCSS_Guide