

PROPOSED ADMINISTRATIVE REGULATION

Descriptor Code: IFCD VOLUNTEERS

Volunteers are a valued part of the DeKalb County School District and contribute to overall student academic achievement, school climate and culture. The following regulation defines volunteer, outlines volunteer levels, and provides volunteer expectations to promote student safety.

Definitions

Volunteers are non-paid persons authorized to perform volunteer services at approved school or district-sponsored activities. All volunteers must complete the volunteer registration process which includes submission of the Volunteer Application and Release Form. Volunteers who will come into direct contact with students who are not their own must also complete mandated reporter training per O.C.G.A. § 19-7-5 prior to participating in any volunteer activities. The school must maintain documentation that the volunteer has completed the Volunteer Application and Release Form, mandated reporter training and any other required training. The documents will be maintained at the school for the current academic year.

Volunteers will be issued volunteer badges, which must be displayed at all times while on school property. School volunteers must sign-in and out in the school office and obtain a visitor badge in accordance with policy [KM Visitors to School](#) and school procedures.

The District recognizes the following three levels of volunteers:

Level 1

Level 1 volunteers are non-district personnel who engage in supervised volunteer activity ~~but will have no 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. Prior to service, Level 1 volunteers will be required to sign a Volunteer Application and Release Form, which will be kept on file at the school. Registered sex offenders will not be allowed to volunteer.~~

Level 2

~~Level 2 volunteers are non-district personnel who will have supervised interaction with students such as chaperone~~ school day field trip, ~~chaperones~~ or assisting a teacher. Prior to service, Level ~~2~~ 1 volunteers are required to

submit a Volunteer Application and Release Form and ~~Criminal History Release Form, and GBI criminal background check. Registered sex offenders will not be allowed to volunteer.~~ complete a level 1 back ground check. The check will include but is not limited to, a national criminal data base search and sex offender's registries.

Level 3-2

Level 3-2 volunteers must be approved by the Department of Public Safety and the principal of the school prior to participating in activities involving direct, unsupervised interaction with students. Examples of Level 3-2 volunteers include chaperones on overnight field trips or any other volunteers who will have unsupervised interaction with students. Level 3-2 volunteers shall be fingerprinted by the district and have GBI/FBI criminal background checks on file prior to volunteer services. This background check requires a fee and must be conducted by the Department of Public Safety. Registered sex offenders will not be allowed to volunteer.

Exceptions

This policy does not apply to individuals who are working pursuant to a vendor contract with the district to provide services. Such individuals must follow the terms of their company's vendor agreement with the district.

Expectations of Volunteers

Volunteers must adhere to the same guidelines set forth for employees and should not engage in inappropriate communication and/or contact with students at any time.

In accordance with OCGA 19-7-5(c) (1), volunteers are considered mandated reporters in cases of suspected abuse. Reports of suspected abuse should be made to the school administrator or their designee.

Disqualification of Volunteers

Parents/guardians who are excluded from volunteer activities may attend public events at the school such as Parent Teacher Association meetings and student activities directly related to their student. See Board Policy KM: Visitors to Schools

Access to Student Information

School volunteers shall not have access to student information, including Infinite Campus, without express written consent from the parents/legal guardians of the students.