



**Monroe County Schools
School Visitor/Volunteer Procedures
2014-2015**

In accordance with state law {OCGA 19-7-5}, all persons wishing to serve in a Volunteer capacity in Monroe County Schools must complete a Mandated Child Abuse Training session annually. This year in addition to the training session, all prospective persons must also consent to a complete criminal background check and fingerprint check with the Monroe County Sheriff’s Office at a cost of \$20.00. Volunteers will be required to renew their request for volunteer and other required background checks annually. Guidelines below differentiate between school visitors and school volunteers:

Visitor: *(No background check is required for visitors.)*

A visitor may not have unsupervised, individual, and direct contact with students and is not involved in a supervisory role with students. Examples of visitor include:

- Field Day
- Eating Lunch with their Child
- Visiting their child’s class, grade, or school program during the day
- On campus for a short period of time with no supervisory responsibilities (i.e. classroom party visits)

Volunteer: *(A background check is required for Volunteers)*

A volunteer is a person that has direct interaction with students, with or without other adults present at all times. This would include direct interaction with students off campus at overnight events as well. Volunteers would volunteer to work one-on-one with students, volunteer on a regular, on-going basis, volunteer to provide instructional assistance, or be chaperones for school activities, etc. Examples of a Volunteer include:

- Chaperones
- Working with students in the classroom
- Working on teacher projects in Parent Room (or other designated area)
- Assisting in Media center
- Field Trips (during the school day)
- Assisting PTO/PTA with projects during the school day

The following steps must be completed **BEFORE** any person can perform in the capacity of a **volunteer**.

1. View training video in its entirety (located at www.monroe.k12.ga.us under the parent tab)
2. Complete Volunteer Assurances Form (located at www.monroe.k12.ga.us under the parent tab)
3. Complete Volunteer Child Abuse Mandated Reporter Training Form (located at www.monroe.k12.ga.us under the parent tab)
4. Complete Volunteer Safety Information Form (located at www.monroe.k12.ga.us under the parent tab)
5. Print Volunteer Code of Conduct Form (Volunteer retains for his/her records) (located at www.monroe.k12.ga.us under the parent tab)
6. Return completed Volunteer Child Abuse Mandated Reporter Training Form and Volunteer Safety Information Form to school’s Parent Involvement Specialist. Parent Involvement Specialist will retain signed documents on file at the school level. The Personnel Office at the BOE will maintain a database

of approved volunteers. Only volunteers in the database will be allowed to volunteer in any capacity within any MCBOE School.

7. Present yourself to the Monroe County Sheriff's Office for fingerprinting and background check at the following times:

Photo I.D. Required. \$20.00 fee due at time of service. CASH or Money Order ONLY!

Thursday 9:00 a.m. – 11:00 a.m. & 1:00p.m.–3:00 p.m. Sat. 8:00 a.m. - 4:00 pm

Monroe County Schools offer the mandatory training online through a special video accessible on our websites under Parents/Volunteers. Volunteers have the option of viewing the video online at home and printing the Volunteer Child Abuse Training Completion Form and Volunteer Safety Information Forms. Parents also have the option of scheduling a time to view the training video and complete the paperwork at a designated school. Please be advised that these forms become the property of Monroe County Schools. Contact the Parent Involvement Specialist or Graduation Coach for additional details.

Volunteers must clear and complete the following before the start of volunteering in MCS:

- | | |
|---|---|
| <input type="checkbox"/> Clear GCIC Criminal Background Check | <input type="checkbox"/> Clear National and State Sex Offender Registry Check |
| <input type="checkbox"/> Clear FBI Fingerprint Background Check | <input type="checkbox"/> Complete Mandated Reporter Training and Required Forms |

Note: Once the MCSO has cleared your background check the MCBOE will be notified and your name will then be placed on the list of approved volunteers list. The Personnel Office at the BOE will maintain a database of approved volunteers. Only volunteers on the database with all completed paperwork will be allowed to volunteer in any capacity within any MCBOE School.

Weapons will not be allowed on school property at any time.