

Mr. Robert Costley
Superintendent



BUTTS COUNTY SCHOOLS
181 North Mulberry Street
Jackson, Georgia 30233

http://www.butts.k12.ga.us

Telephone (770) 504-2300
Fax (770) 504-2305

SCHOOL VOLUNTEER APPLICATION
(CONFIDENTIAL-Please Print)

Welcome and thank you for your interest in volunteering with Butts County Schools. In an effort to keep our schools safe, we ask that you take a few moments to complete this volunteer application form.

PLEASE RETURN THE COMPLETED APPLICATION TO THE APPROPRIATE SCHOOL/LOCATION FOR WHICH YOU ARE APPLYING TO VOLUNTEER. YOU MAY CONTACT THE SCHOOL/LOCATION WITHIN TWO (2) WEEKS OF THE SUBMISSION OF THIS APPLICATION TO VERIFY APPROVAL.

Date _____

Name _____
(Last) (First) (MI)

Phone _____ Email _____

Address _____
(Street) (City & State) (Zip Code)

Social Security Number _____ Date of Birth _____

In Case of Emergency contact: _____
(Name) (Relationship to you) (Phone)

Are you a parent or guardian for a child in Butts County Schools? If YES, please list student/teacher name:

Reason for Volunteering/School Name:

NOTE: THIS SECTION MUST BE COMPLETE OR YOUR APPLICATION TO VOLUNTEER MAY NOT BE APPROVED.

If you do not have a child currently enrolled with Butts County Schools, are you volunteering as part of a community organization or business member? If yes, please list the name/s:

If you are NOT a parent or guardian, please provide two (2) references who know you:

(Name) (Relationship) (Phone)

(Name) (Relationship) (Phone)

OFFICIAL USE ONLY

School: Application _____ Copy Valid ID _____ Consent for Background Check _____

SIGNATURE/DATE OF APPROVAL:

Human Resources: Application _____ CBC _____ CSI _____ Volunteer List _____

Notes: _____

Reminder, you must always disclose criminal information. Have you ever been:

Convicted, pled guilty, pled nolo contendere or arrested for a criminal offense, other than a minor traffic violation? Yes No

Arrested for a drug or sexual related offense or act of violence? Yes No

Reported for child abuse / sexual activities involving a student or minor or had charges filed against you by a school district, state / county agency, police or court? Yes No

If "Yes," please explain the type(s) of offense(s), location(s) and date(s) in the space below. Attach a sheet if necessary.

Note: Any applicant on an active "Wanted List" or any registered sex offender WILL NOT BE ALLOWED TO VOLUNTEER WITH BUTTS COUNTY SCHOOLS.

VOLUNTEER COMMITMENT AND PROCEDURES
READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION

For the safety of students, all prospective volunteers will be asked to complete a School Volunteer Application and provide a copy of photo I.D. All prospective volunteers will be given a "Criminal Records Check". Additionally, the school system, in its discretion and without a statement of reason, may require a complete criminal history check (federal and state) on any volunteer at any time. All fingerprinting must be authorized.

Confidentiality: What you hear and observe about students, families, and staff while volunteering in school is **confidential**. Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected.

Supervision: Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules. The District, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities pending any background check. No statement by the District establishes a property right to perform volunteer work.

Communication: If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is cancelled or changed for any unforeseen reason.

Student / Volunteer relationship: Volunteers function in a position of trust and Butts County Schools does not extend that volunteer / student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student / family outside the Butts County Schools environment.

Mandated Reporting:

Georgia state law considers school volunteers mandated reporters and under this law will have to report suspected child abuse. Mandated reporters are required by law to make a report if the reporter has reasonable cause to believe that abuse has occurred.

All school volunteers who suspect that a child is being abused should contact the building level principal immediately. The principal will instruct the volunteer to fill out the DFACS Confidential Referral Form, and will consult with the school social worker. The principal or school social worker will make the call into DFACS (See Volunteer Handbook).

I affirm that I have read and understand all the information on this application and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that Butts County Schools reserve the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize Butts County Schools to obtain information relating to my current and / or previous employment, education, and personal history records.

(Volunteer Signature)

(Date)

VOLUNTEER, PLEASE PRINT NAME HERE: _____

Butts County Schools Volunteer Handbook

(PLEASE KEEP THIS COPY OF THE HANDBOOK FOR YOUR REFERENCE-All other completed forms should be returned to the school in which you are applying to volunteer.)

Welcome!

Volunteers play an important and valuable role at Butts County Schools. Students, teachers, staff, parents and the community benefit from the work of individuals like you who freely share their talents and resources. We also know that as a volunteer, you, too, will be rewarded.

This handbook is directed to all volunteers, parents/families, grandparents, college, high, or middle school students, retired persons, former teachers and administrators, persons from the business and faith communities, persons of every educational level - in short, to anyone wishing to devote a portion of her or his time to our students and school community. Because we want you to get the most out of your volunteer experience, we want to make sure you are an informed volunteer.

One hour a week, one day a week, one day on a special project - your efforts make a difference for students.

You are appreciated!

Teachers and staff know they are fortunate to work with so many committed volunteers. Volunteers in schools help in many different ways: tutor, classrooms, offices, field trips, team sports, and special projects. We shudder to think what a single day without volunteers in our schools would be like! On behalf of the teachers, staff, and students, - *"Thank you, we can't do it without your help."*

Commitment

Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher, coach, or whoever is supervising your work as a volunteer know when your schedule changes or if you can't make it when you are expected. We recommend you check our school calendar, so you know when school is not in session.

You're part of a team

Be a professional. As a school volunteer, you are a role model for students. Behave toward students and school staff in a respectful manner that sets an example of professionalism and good citizenship.

Suspected Child Abuse

Georgia state law considers school volunteers mandated reporters and under this law will have to report suspected child abuse. Mandated reporters are required by law to make a report if the reporter has reasonable cause to believe that abuse has occurred.

Georgia Code Section 19-7-5 states that, "A child is considered to be abused or neglected if the victim is under age 18 and has had a physical injury or injuries inflicted other than by accidental means by a parent or caretaker OR has been neglected or exploited by a parent or caretaker OR has been sexually molested."

Child Abuse Includes:

1. Physical Abuse – non-accidental physical injury which may include severe beating, burns, human bites or strangulation, broken bones, internal injuries, superficial bruises and welts and in some cases death.
2. Physical Neglect – failure to provide a child the basic necessities of life such as food, shelter, clothing, medical care and supervision for optimal growth and development.
3. Sexual Abuse – exploitation of a child for the sexual gratification of an adult or older child. Sexual abuse includes fondling, sodomy, child prostitution, incest, and encouraging or forcing a child to participate in pornographic activities.
4. Emotional Maltreatment – excessive, aggressive or other parental behavior that places unreasonable demands on a child to perform above his or her capabilities; also includes emotional neglect, the withholding of physical and emotional contact to the detriment of the child's normal emotional and, in extreme cases, physical development.

All school volunteers who suspect that a child is being abused should contact the building level principal immediately. The principal will instruct the volunteer to fill out the DFACS Confidential Referral Form, and will consult with the school social worker. The principal or school social worker will make the call into DFACS.

All questions regarding suspected child abuse should be directed towards the principal

Communicate

As a school volunteer, it is crucial that the lines of communication stay open and clear. Remember the saying "no question is a dumb question?" Believe it! If you are unsure about what's expected of you, or how to use certain office equipment, please ask someone for direction.

What to wear

Wearing appropriate, practical, and comfortable clothing when you volunteer is one more way you can be a role model. If you have a question, feel free to ask about the school's dress code or to talk with the supervising teacher, athletic director or a classroom teacher.

Who is doing the teaching?

If you are volunteering in a classroom, make sure you and the teacher are clear on your responsibilities and that you are both comfortable with your duties. The real value for a teacher in having a volunteer is that it frees the teacher to teach. If you are spending more time making copies or prepping for activities than is satisfying to you, then talk with the teacher about other ways you can help as well.

Language

Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say. But, keep in mind that what is a harmless slang term to you may be offensive to another adult or student.

Our commitment to you

While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from school staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

Efficiency

We respect your time commitment and will make every effort to utilize your time efficiently. If you have any questions or suggestions to help us, please share them.

Interests and talents

We want to make the best match we can between volunteer opportunities and your interests and talents. Let the athletic director or supervising teacher know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

Discipline or behavior problems

As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. **Never take corrective measures into your own hands.**

There are many ways in which schools are alike; but because schools must fulfill educational needs of students from many diverse backgrounds, each school has a personality or culture of its own. Volunteers should be informed about the school's general disciplinary procedures to avoid any misunderstanding.

Volunteer hours

School volunteers help in schools during regular school hours, namely the same hours that the school office is open. If volunteering after school, the school office must be accessible or school personnel must be present who have access to it. It is essential that there is access to the first aid kit, a phone, and emergency contact information.

Transportation of students

Volunteers are not allowed to provide transportation for students without written authorization from the school principal.

Volunteers in the upper grades

Sometimes volunteers do not feel as needed or welcome by students or teachers in upper grade levels. Be assured, however, that your presence and assistance is still welcome and needed. Volunteering with older students is just as important as in the early grades; it simply has to be adapted to the developmental and educational needs of the students. If you would like to volunteer with older students and are unsure how, please feel free to speak to the principal, supervising teacher, or a classroom teacher for specific ideas.

Sign in procedure and security

Volunteers are required to complete a school volunteer application, submit to an I.D. check and sign in application at the office. Signing in each time you volunteer also allows school personnel to locate you immediately in case of an emergency. For everyone's safety, it's important to know who you are and why you are at school.

Screening

For the safety of students, all perspective volunteers will be asked to complete a School Volunteer Application and provide a picture I.D. All prospective volunteers will be subject to a background check and the Butts County Schools, in its discretion and without a statement of reasons, may require a complete background check on any volunteer at any time. In programs where a volunteer is an overnight chaperone or has less supervised time with a student (s) fingerprinting check may be required.

Confidentiality

What you hear and observe about students, families, and staff while volunteering in a school is confidential. Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected.

Supervision

All volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules. Butts County Schools, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities pending any background check. No statement by Butts County Schools establishes a property right to perform volunteer work.

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Consent for Criminal Background Check
Georgia Bureau of Investigation/Georgia Crime Information Center

Position applied for: _____

Please print all information:

I, _____, Social Security Number _____,
hereby authorize the Butts County Board of Education to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia. I give consent to the Butts County Board of Education to perform periodic criminal history background checks for the duration of my employment with this company.

CURRENT ADDRESS (*Not P.O. Box*): _____

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

CITY/STATE/ZIP: _____ PHONE #: _____

MAIDEN NAME: _____ PLACE OF BIRTH: _____

DRIVER'S LICENSE #: _____ DATE OF BIRTH: _____

RACE: _____ GENDER: _____ HEIGHT: _____ WEIGHT: _____

APPLICANT'S SIGNATURE _____ DATE: _____

FOR DWVUEQWPV 'UJ GTKHUQHKEG USE:

*****Purpose Code "W" requested: Employment with Children**

Criminal History Check Date: _____

By (signature): _____

_____ No criminal record was found for this applicant

_____ Criminal record was found for this applicant (see attached)

FOR BCSS USE:

REVIEW DATE/NOTES: _____