

# *Coffee County Board of Education*

*Dr. Morris Leis, Superintendent*

*Bryan Preston, Chairman; Reagan Miller, Vice-chairman,  
Leola Johnson, Jesse Jowers and Adam Lott*

Dear School Volunteer Applicant,

Thank you for your interest in working as a school volunteer within our school district. We look forward to having you serve as a part of our educational team.

In reference to your request, we do have required procedures that need to be met before you begin.

All volunteers within the district are required to complete the following procedures. Our school administration will assist you.

- Complete a pre-screening criminal background history. This information is obtained within the personnel office of the Board of Education. 1311 South Peterson Avenue, Douglas. The Central Office is open Monday – Friday, 8:00 AM – 4:30 PM.
- View the Child Abuse Video available on our school website, [coffee.k12.ga.us](http://coffee.k12.ga.us)
- Review the enclosed School Volunteer District policies
- Review and sign the enclosed School Volunteer Statement of Assurance and the Waiver of Liability Release

Once completed, you will be notified by the respective school principal that you have been approved.

Thank you again for your interest and commitment to working with our students and staff.

Sincerely,

*Kim Clayton*

Kim Clayton  
Director of Personnel and Public Relations

*1311 South Peterson Avenue  
Douglas, Georgia 31533  
Phone (912) 384-2086 Fax: (912) 720-9848*

**Coffee County School System**  
*School Volunteer Statement of Assurance*  
**2018-2019**

I, \_\_\_\_\_, have reviewed the School Volunteer policies and regulations, completed the criminal background check and have viewed the Child Abuse video and protocol through the Coffee County Board of Education. By completing these requirements as stated in the policy, I fully understand what is required of me as a school system volunteer.

I understand that if my performance is not acceptable, I may be removed as a volunteer at any time.

\_\_\_\_\_  
Signature and Date

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**WAIVER OF LIABILITY RELEASE**  
**AND**  
**ASSUMPTION OF RISK**  
**BY**  
**SCHOOL VOLUNTEER**

I do hereby make the following waiver, release and statements in consideration of my being allowed to be a school volunteer in the Coffee County School System:

- 1. Waiver of Liability, Release and Assumption of Risk.** I waive any and all claims against the Coffee County School District, the Coffee County Board of Education, and all employees and agents of the Coffee County School District for injury, illness, or death that may directly result from being and serving as a school volunteer. Additionally, I release such parties from any and all claims, liabilities, and causes of action which in any way relate to or arise out of my being and serving as a school volunteer. Finally, I assume all risks of injury, illness, and death that may directly or indirectly result from my being and serving as a school volunteer. It is my intention that this waiver of liability, release, and assumption of risk shall apply to myself and to my heirs and estate.
  
- 2. Acknowledgment.** I acknowledge that while it is at my request that I be allowed to be a school volunteer and expect no compensation or remuneration because I will be a volunteer, it is possible that under certain circumstances the Coffee County School District may deem it appropriate to reimburse me for certain costs and expenses shall not affect the waiver and release effectuated by this document.

Witness:

\_\_\_\_\_

\_\_\_\_\_

School Volunteer

Date: \_\_\_\_\_

Delivered to:

\_\_\_\_\_

School Principal

Approved By:

\_\_\_\_\_

Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**Policy**  
**School Volunteers**

**Descriptor Code: IFCD**

**Volunteer-** a person working without pay or other compensation and under the direction and guidance of a school system employee.

**VOLUNTEERS**

The Board recognizes that volunteers can make a valuable contribution to our schools. Goals for having a school volunteer program include but are not limited to:

- Improving the quality of education for all students;
- Increasing parent involvement;
- Encouraging other segments (senior citizens; non-parents) of society to contribute to the betterment of the schools and its students;
- Providing assistance to teachers and other educators;
- Improving communication between schools and the communities they serve; and
- Fostering a better understanding of the diversity, problems and achievements of today's schools.

Volunteers shall:

- Conduct themselves responsibly;
- Work under the direction of school system staff members;
- Have approval by the school principal or system staff prior to engaging in any volunteer activity;
- Be aware of and comply with all school policies and regulations of any applicable federal, state or local policies, including, but not limited to, required reporting of child abuse and confidentiality of student or school information;
- Not have access to school or permanent records; and
- Undergo pre-screen background checks.

All employees responsible for the direction or assignment of volunteers shall immediately notify the appropriate supervisor of any concerns with regard to the performance of that individual.

Coffee County Schools

Date Adopted: 10/24/2013

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State Reference**

O.C.G.A 19-07-0005

O.C.G.A 20-02-0991.1

O.C.G.A 20-02-1000

O.C.G.A 20-02-1001

O.C.G.A 42-01-0015

**Description**

[Reporting child abuse](#)

[Including non-profit organizations, their members, and school volunteers in policies and indemnity contracts](#)

[Limitation on civil damages for disciplining students](#)

[Limited immunity from criminal liability](#)

[Restriction on registered offenders residing, working, or loitering w/in certain distance of ... schools, ...](#)

**Regulation  
School Volunteers****Descriptor Code: IFCD-R**

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Volunteers provide significant services to students by supplementing the work of paid professional and paraprofessional staff, but are not substitutes for paid staff. Typical assignments include supplemental instruction as determined by the classroom teacher, clerical work, and supervision of student activities. The Volunteer Program is the approved means of stimulating and coordinating the services of qualified volunteers in the schools and shall be under the supervision of the principal.

The assignment of volunteers shall be made with the school principals or designees and approval and the cooperating teacher. A pre-service orientation program regular in-service training shall be provided by the principal or designee.

The evaluation of the work of each volunteer shall be the responsibility of the school principal.

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Coffee County Schools

Date Issued: 12/21/2000  
Original Date Issued: 12/21/2000