



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<i>Volunteers, State Schools</i>		
Policy Number:	<i>SS-8001 Descriptor Code-JV-1</i>		
Release Date:	<i>10-08-02</i>	Last Revised:	<i>1-08-09</i>

### Purpose

To encourage the participation of volunteers at the State Schools in performing tasks under the direction and supervision of staff while helping to ensure the safety and security of students, staff, and volunteers.

### Applicability

This policy applies to all volunteers at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

### Policy

The use of volunteers to serve as resource persons and to provide other special services is endorsed and encouraged. It is recognized that volunteering serves as a vehicle for members of the community to become involved in the affairs and support of the school. The use of volunteers should always complement the regular school program.

### Definitions

*Parent Volunteer:* a parent or guardian who currently has a child enrolled in and attending that school, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.

*Community Volunteer:* any member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task which supports a classroom, a school, or a system-wide program.

Note: When not specifically stated, the word **volunteer** refers to both parent and community.

**General Provisions**

The purpose of inviting volunteers to assist students in schools is to:

1. Encourage participation to enhance school-based activities and academic learning.
2. Increase communication and positive relationships between the school, parents, and the community.

For liability purposes, all volunteers shall be part of a structured volunteer program. (O.S.G.A. Section 50-21-22) (A structured volunteer program is one where there is generally a written outline of the volunteer program available in some form, i.e., brochure, parental consent agreement, volunteer application form, or student teacher agreement.)

Volunteers shall be adequately trained for the implementation of their responsibilities and shall understand the parameters of their role.

All volunteer programs and training shall be under the direction and supervision of the School Director.

An accurate and current list of all active volunteers shall be maintained by the school.

The School Director shall ensure that school volunteers are covered by liability insurance while they are performing their assigned tasks.

Volunteers are expected to comply with all rules and regulations set forth by the Georgia Department of Education and the respective school.

Volunteers shall be subject to the supervision and direction of certified personnel and shall be under the authority of the School Director at all times.

Criminal background checks and fingerprinting may be required at the volunteer's expense according to the following criteria.

Parents who are volunteering do not require a background check.

Volunteers who will be under generally constant supervision by a state school employee do not require a background check.

Volunteers who will be alone with children for any extended period of time shall have a background check.

Volunteers participating in any overnight field trip or event shall have a background check, except for parents accompanying their children.

A School Director may always require a background check for any volunteer.

Volunteers shall not be immune from personal liability and may be held responsible for any negligent conduct which might directly or indirectly cause injury or harm to pupils.

Volunteers shall perform their duties without remuneration.

A School Director or designee has the discretion to accept or reject any volunteer at any time.