



# Coweta County School System Volunteer Guidelines

The Board recognizes that volunteers can make many valuable contributions to our schools. The Board endorses the use of volunteers in appropriate roles within Coweta Schools. The superintendent and school principals follow the regulations and safeguards governing the use of volunteers listed below. The following basic procedures establish the purpose and parameters of the volunteer program. Each school principal will establish procedures in order for volunteers to receive an orientation to the school and to receive the specific responsibilities for which they have volunteered.

1. All volunteers to the Coweta County School System shall work within the guidelines established by the responsible administrator, teacher, or supervisor.
2. All volunteers shall work under the direction and supervision of an employee of the system.
3. Volunteers are asked to sign in on a volunteer log of events so that a record of their activities can be maintained.
4. Volunteers are required to follow all general school rules, safety guidelines, and confidentiality requirements.
5. Volunteers DO NOT have access to student cumulative and other confidential records.
6. All volunteers will sign an agreement of understanding.
7. Volunteers are to refer all concerns or questions to the Coweta County School System employee in charge of the activity or to an administrator.
8. All volunteers are bound by Georgia House Bill 1176 "Mandatory Reporting of Child Abuse". (see below)

Code Section 19-7-5 of the Official Code of Georgia sets out certain law that mandates the reporting of suspected child abuse. These reporting requirements apply to volunteers at schools and school functions. If you suspect any form of child abuse, including sexual abuse, you should immediately report the suspected abuse to the principal of the school. You should always err on the side of caution and report any suspected abuse, as the reporting requirements are mandatory by law.

Each school principal shall be responsible for the direction of the volunteer program in keeping with board policy and the requirements of these procedures. Each school principal may include additional guidelines in accordance with the individual needs of their programs.

All volunteers chaperoning or assisting with overnight trips or overnight activities must have a completed background check prior to the trip.

## **Coweta County School System Volunteer Guidelines – Agreement of Understanding**

**I have reviewed the Coweta County School System Volunteer Guidelines. I understand and will abide by the Coweta County School System Volunteer Guidelines. I further understand that a violation of the mandatory reporting requirements may constitute a criminal offense.**

**I understand that my failure to follow the guidelines above may result in actions taken by the school administration.**

**School Activity/Organization:** \_\_\_\_\_

**Volunteer Name (Please Print)** \_\_\_\_\_ **Volunteer Signature** \_\_\_\_\_

**Your Student's Name** \_\_\_\_\_ **Student's HR Teacher** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Home or Cell Number** \_\_\_\_\_ **Date** \_\_\_\_\_