



Clayton County Public Schools

Department of School Safety & Security

School Police Department

1058 Fifth Avenue, Jonesboro, GA 30236 · (770) 473-2700 · FAX (770) 473-2778

Luvenia W. Jackson
Interim Superintendent of Schools

Clarence Cox
Director
Chief of Police

Volunteer Guidelines

Basic Information

Each volunteer is a mandated reporter. Mandated reporting training is required for all volunteers. Please see building administrator for additional information on training. Criminal background checks are required for volunteers who may have unsupervised contact with students. Principals are expected to follow the processes as stated in the student handbook for visitors and volunteers. Principals are expected to follow the guidelines when making assignments to non-district personnel.

Level 1

Level 1 volunteers are non-district personnel who will have no direct interaction with students such as volunteers working on playground construction or assisting with facilities maintenance when school is not in session. Level 1 volunteers and visitors do not require criminal background checks.

Will be escorted/supervised at all times.

Level 2

Level 2 volunteers are non-district personnel, who will have direct interaction with students and will be supervised by Clayton County Public Schools (CCPS) personnel. When Level 2 volunteers interact with students, a CCPS employee must be present at all times. Level 2 volunteers will require a **GBI** criminal background check. Clayton County Public Schools Police (CCPSPD) shall check the volunteers' names in the Georgia and federal sex offender registries. Registered sex offenders may not volunteer. Examples of Level 2 volunteers include classroom helpers and in-class tutors.

There will be no charge for the above criminal background check.

Level 3 (Georgia Law, O.C.G.A. 35-3-34.2)

Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students. Level 3 volunteers shall be fingerprinted by the Clayton County Public Schools Police (CCPSPD) who shall check the volunteers' names in the Georgia and federal sex offender registries and have a **GBI/FBI** Criminal background check on file prior to service. Payment for the record check must be provided by the volunteer or a sponsoring organization. School administrators shall have the discretion to pursue any additional screening methods, including, but not limited to, personal interviews and reference checks. Level 3 volunteers must be approved by CCPSPD, prior to participating in activities involving direct, unsupervised interaction with students. Examples of Level 3 volunteers

include chaperones on overnight field trips who will have any unsupervised interaction with students and mentors who will have unsupervised interaction with students.

A fifty (\$50.00) dollar fee will be charged for the criminal background check in accordance with GBI/FBI processing.

The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Each situation will be considered individually. Completed forms are maintained in a confidential manner at the district office.

The district requires criminal checks on any volunteers who meet the following criteria:

- The volunteer will have unsupervised contact with students;
- The volunteer has a regular and ongoing assignment at the school;
- The volunteer who will be off campus with students;
- The volunteer is a mentor to a student or students;
- The volunteer is a coach, activity director, or sponsor.

The Office of Safety & Security/Clayton County Public Schools Police Department (CCPSPD) will coordinate volunteer background checks for the district and will be responsible for:

- Conducting the criminal records check in a confidential manner;
- The Office of Safety & Security will inform the school when volunteers are cleared or talking with the principal if the records check shows cause for possible concern;
- Maintaining the list of volunteers cleared and rejected each school year;
- Supplying schools with copies of volunteer interest forms, criminal background check forms and CCPS volunteer guidelines upon request;
- Volunteers will report all arrest(s) that occur subsequent to their approval as a volunteer.

An individual who disagrees with any decisions regarding their status as a volunteer that results from the criminal background check may appeal that decision to Clarence E. Cox, III, Director of Safety and Security.

Background checks – completed annually.