Dear potential volunteer,

We are excited about your decision to serve as a volunteer within the Baldwin County School District! To provide appropriate training and to safeguard our students and staff, we have a few simple steps that we require our volunteers to follow.

Steps to becoming a volunteer within the Baldwin County School District:

1. Make contact with the building Principal or his or her designee to express your interest in serving as a volunteer. At the elementary school level, the point of contact is the Communities In Schools Coordinator. The contact person for each location is listed on the Volunteer Information Sheet.

2. Complete the BCSD Volunteer Information Sheet, the criminal background check form and the Attestation form for Policy JGI. All forms are attached to this letter. The completed forms, along with a copy of your identification should be returned to the contact person in the school in which you plan to volunteer. If you plan to volunteer at more than one school, please return the form to one location. This process can take up to three weeks, so please allow enough time for processing. State criminal background checks are done annually.

3. After the results of the background check are returned, you will receive notification via telephone. Please be sure to include your telephone number on your volunteer information sheet and criminal background check form.

This entire process can take up to 4 weeks (including criminal background check processing). If you have not received a response after 4 weeks, please contact Judi Battle at judi.battle@baldwin.k12.ga.us or at 478-457-3314.

We look forward to helping you become a volunteer within our school district. Please let me know if you have any questions.

Sincerely,

Judi Battle
Director of Human Resources
Baldwin County School District

Steps to Becoming a Volunteer Rev. 02/17/2016
Baldwin County School
in Partnership with Communities In Schools
Volunteer Information Sheet

Name ____________________________
Address ____________________________
E-Mail Address ____________________________
Telephone Number ____________________________
Occupation ____________________________
Organization Represented ____________________________
Number of hours you plan to volunteer __________ per __________
Days and Hours of availability ____________________________

School(s) in which you plan to volunteer:

Ombudsman Program
Allen Martin (478)457-2916

Georgia College Early College
Dr. Runee Sallad or Ms. Jeannette Standifer (478)445-3105

Baldwin County High School
Ms. Judy Harville (478)453-6429
Oak Hill Middle School
Ms. Claritha Wilson (478)457-3370
Midway Elementary School
Communities In Schools Coordinator (478)457-2440

Eagle Ridge Elementary School
Communities In Schools Coordinator (478)457-2490

Blandy Hills Elementary School
Communities In Schools Coordinator (478)457-2495

Creekside Elementary School
Communities in Schools Coordinator (478)457-3340

Early Learning Center
Martine Smith or CIS Cathy Benton (478)457-2461

Areas of interest:

Assisting in the classroom during school hours (includes reaching to classes)

Assisting in the offices during school hours

Tutoring students

Mentoring Students

Special events, includes field day(s) and programs

Field trips

Willing to serve wherever needed

Please attach a copy of your photo identification
Criminal Background Check received ____________________________ By ____________________________
Date Principal, Supt., CIS Notified ____________________________ Via ____________________________
CRIMINAL HISTORY CONSENT FORM FOR VOLUNTEERS FOR THE
Baldwin County Board of Education

REQUIRED EVERY YEAR for ALL VOLUNTEERS AT BALDWIN COUNTY BOARD OF EDUCATION
SCHOOLS. (There is NO CHARGE for this background check.)

***A COPY OF YOUR DRIVER'S LICENSE OR GEORGIA ID MUST
BE ATTACHED TO THIS FORM***

SCHOOL NAME: ____________________________

VOLUNTEER: (LAST NAME) ___________________ (FIRST NAME) ___________________ (MIDDLE NAME) ___________________

MAILING ADDRESS: ____________________________________________________________

CITY: ___________________ STATE: ___________________ ZIP: ______________

RACE: ____ SEX: ____ DATE OF BIRTH: ___________________ TELEPHONE: ___________________

SOCIAL SECURITY NUMBER: ________________ (Required by Sheriff's Department)

I AUTHORIZE THIS BACKGROUND CHECK BY THE BALDWIN COUNTY SHERIFF'S DEPARTMENT FOR
VOLUNTEERING AT:

BALDWIN COUNTY SCHOOLS Judi Battle/JULIE KNIGHTON
NAME OF AGENCY/INDIVIDUAL NAME OF PERSON(S) DESIGNATED TO PICK UP RECORDS

P.O. BOX 1188 110 N ABC STREET MILLEDGEVILLE, GA 31061 478-457-3399
MAILING ADDRESS / STREET ADDRESS CITY STATE ZIP PHONE

DATE ___________________ APPLICANT'S SIGNATURE ___________________

Note:
Any person volunteering for overnight school trips with the Baldwin County Board of
Education must have a fingerprint background check done in the Human Resources
Department of the Baldwin County Board of Education. A fingerprint must be done no later
than 3 weeks prior to overnight school trips. There IS a charge for the fingerprint.

(updated July 2012)
Policy  
Child Abuse or Neglect  

Descriptor Code: JGI

In compliance with Georgia law, the Board adopts this policy to protect students from child abuse by requiring school employees to report allegations or evidence of suspected child abuse to the Baldwin County Department of Family and Children Services (hereinafter referred to as DFCS). The reporting of suspected child abuse will invoke the protection of the State when needed in an effort to prevent further abuses.

All school personnel and those persons volunteering in schools are required to report suspected or alleged child abuse or neglect to appropriate school authorities as soon as reasonably possible. Any employee or volunteer who is aware of allegations of who suspects child abuse or neglect of any student in the Baldwin County schools shall report this to the building principal (or immediate supervisor at the employee's work site) as soon as reasonably possible. Upon receipt of this information, principals or supervisors or his/her designee shall orally notify DFCS and the Superintendent, or his/her designee, immediately; but in no case later than twenty-four (24) hours from the time of the receipt of the information. The oral report shall be followed by written documentation.

When a principal, supervisor, or the designated delegate thereof receives notification of suspected child abuse, he or she shall not exercise any control, restraint, modification, or make other change to the information provided by the reporter. The principal, supervisor, or the designated delegate thereof may consult others prior to reporting the suspected child abuse and may provide any additional, relevant, and necessary information when reporting the suspected child abuse.

All system personnel who make reports of suspected child abuse or neglect in good faith are immune from any civil or criminal liability. Knowingly and willfully failing to report suspected child abuse or neglect is a misdemeanor under Georgia law.

All school personnel who have contact with students shall receive training in identification and reporting of child abuse and neglect with annual updates.

<table>
<thead>
<tr>
<th>State Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O.C.G.A 15-11-0002</td>
<td>Definitions-Juvenile code</td>
</tr>
<tr>
<td>O.C.G.A 15-11-0134</td>
<td>Required findings; justifying removal from the home</td>
</tr>
<tr>
<td>O.C.G.A 15-06-0005.1</td>
<td>Sexual assault by persons with supervisory or disciplinary authority</td>
</tr>
<tr>
<td>O.C.G.A 15-06-0009</td>
<td>Prostitution</td>
</tr>
<tr>
<td>O.C.G.A 19-07-0005</td>
<td>Reporting child abuse</td>
</tr>
<tr>
<td>O.C.G.A 20-02-1184</td>
<td>Mandatory reporting of students committing certain prohibited acts</td>
</tr>
<tr>
<td>O.C.G.A 49-05-0041</td>
<td></td>
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</tbody>
</table>

Date Adopted: 10/14/2014

https://eboard.eboardsolutions.com/ePolicy/PrintGenerator.aspx?PC=JGI&Sch=4007&S=4...

11/6/2015
Persons and agencies permitted access to records.

Child Abuse and Neglect Reporting

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.
Volunteer will sign, detach and return this page

Attestation

I attest that I have received a copy of the Baldwin County School District's Policy JGI, Child Abuse or Neglect and fully understand its contents.

Volunteer's Name (Please print)

Volunteer's Signature

Date