



## ***Volunteers and Chaperones***

Social Circle City Schools encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. You will work under the direction and supervision of the teachers and principal, and shall act in accordance with district policies, regulations and school rules.

You must complete a Registration Form and Criminal Background consent form each year. School personnel will check the List of Registered Sex Offenders for anyone who will work directly with students.

The District may decline your services for any legal reason. All information collected will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

You may only work with an individual student in an open area such as a hallway, media center, or in an area where you are observed by a staff member. You should not be alone with a student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances.

### **Procedures:**

#### **1. Volunteers and field trip chaperones (not overnight):**

- Provide a completed Volunteer Registration Form and Georgia Criminal History Report to the school principal. These forms are available at each school office. Take the consent form to the Social Circle Police Department, along with your driver's license, and they will run the report. Return the criminal history report to the Principal with your forms.
- These forms will remain on file with the principal.
- The principal will notify you if you have been approved.

#### **2. Field trip chaperones (overnight): Please note: Only parents or guardians can be overnight chaperones.**

- Provide a completed Volunteer Registration Form. Call 770-464-2731 and make an appointment with Kari Willis for a fingerprint session.
- These forms will remain on file at the Central Office.
- The principal will notify you if you have been approved.

Effective July 1, 2012, Georgia Law HB 1176 requires those who work with families or who come in contact with children to report suspected child abuse. You shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with this Code section. Such notification shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused.