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 Oak Hill Middle School is Ms. Claritha Wilson and the contact person for Baldwin High School is Judy Harville.

2. Complete the BCSD Volunteer Information Form and a criminal background check. Both forms are attached to this letter. The completed forms, along with a copy of your identification should be returned to the contact person at 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 but indicate all schools for processing. This process can take up to three weeks, so please allow enough time for processing. Criminal background checks will be redone every two years.

3. After the results of the background check are returned, you will receive notification via telephone, if we are unable to reach you by telephone an email will be sent to you regarding the status. Please make sure to include current contact information on the Volunteer Information Form.

4. All volunteers must read, sign and return the attached attestation form for Policy JGI, Child Abuse or Neglect as Pursuant to House Bill 1176 which passed during the 2012 legislative session and signed by the Governor, changing Georgia law (O.C.G.A. § 19-7-5) expanding the mandatory requirements for reporting child abuse and expanding the role of mandated reporters.

5. After you have completed steps 1-4, you will be notified of your status as a volunteer. The entire process can take up to 4 weeks (including criminal background check processing). If you have not received your assignment 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 or need any assistance.

Sincerely,

Judi Battle
Director of Human Resources
Baldwin County Board of Education
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) 457-2945
- 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 reading 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 ____________________________ 31069 ____________________________ 478-457-3389

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 or 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.

Baldwin County Schools

State Reference     Description
O.C.G.A 15-11-0002  Definitions-Juvenile code
O.C.G.A 15-11-0134  Required findings; Justifying removal from the home
O.C.G.A 16-06-0005.1 Sexual assault by persons with supervisory or disciplinary authority
O.C.G.A 16-06-0009  Prostitution
O.C.G.A 19-07-0005  Reporting child abuse
O.C.G.A 20-02-1184  Mandatory reporting of students committing certain prohibited acts
O.C.G.A 49-05-0041

Date Adopted: 10/14/2014

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