

Baldwin County School District

John Jackson
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Shannon Hill
Wes Cummings
Lynwood Chandler
Dr. Gloria Wicker

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:

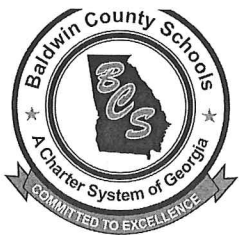
1. Make contact with the building Principal or his or her designee to express your interest in serving as a volunteer. At each school level, the point of contact is the Communities In Schools Coordinator. The contact person for each location is listed on the Volunteer Information Sheet.
2. Complete the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



Baldwin County Schools



Communities
In Schools

Milledgeville/Baldwin County

www.baldwincountyschoolsga.org

Communities In Schools Volunteer Information For

Name:

Address:

Email: _____

Phone #: cell: _____ home: _____

Do you prefer: _____ mail _____ email **Do you prefer** _____ cell or _____ home

Have you volunteered with us before? _____ **If "yes" Where?** _____

Emergency contact name and number: _____

Have you ever been convicted of a Felony? _____ **Yes** _____ **No**

Where would you like to volunteer? (Circle)

Ombudsman Program- Matt Wark

Midway Hills Academy- Sabrina Farley

GCSU Early College- Jeanette Standifer

Lakeview Primary School- Bridget Ivey

Baldwin High School- Judy Harville

Lakeview Academy-Christy Tyson

Oak Hill Middle -Kemyada Pinkston

Early Learning Center- Martine Smith

Midway Hills Primary School-Donna Folendore

How can you help? (Circle)

Willing to serve where needed

Read with a student once a week (K-5th grade)

Assist in the classroom

Tutor students (various subjects like math, science, reading)

Assist in the office

Mentor Students (6th-12th grade)

Special Events and Programs

Field Trips

Field Day (Spring)

Please attach a copy of your photo ID

Please contact Communities In Schools if you have questions

volunteerCISMBC@gmail.com or 478-452-3408.

For CIS Office use:

Criminal Background check received _____ By _____

Date Principal, Supt., CIS Notified _____ Via _____

Volunteer Name:

Date Contacted: _____ **via:** _____

By: _____

Volunteer response:

Background Check Date:

Fingerprinted Date:

Sex Offender Registry Date:

Organization: _____

CIS Orientation Date: _____

Volunteer Notified: _____

Site Coordinator Notified: _____

Updated: Ex ___ OrgSyn ___ GivePulse ___

CIS Personnel: _____

Tutor: _____ **Mentor:** _____

Volunteer School: _____ **Date and Time:** _____

Start Date: _____

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

Date Adopted: 10/14/2014

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 19-15-0002

Child Abuse Protocol

O.C.G.A 20-02-1184

Mandatory reporting of students committing certain prohibited acts

O.C.G.A 49-05-0041

Persons and agencies permitted access to records

Rule 160-4-8-.04

Child Abuse and Neglect Reporting

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 JCI, Child Abuse or Neglect and fully understand its contents.

Volunteer's Name (Please Print)

Volunteer's Signature

Date

BALDWIN COUNTY SHERIFF'S DEPARTMENT
BILL MASSEE, SHERIFF
P.O. BOX 830 MILLEDGEVILLE, GA 31061



BALDWIN CO BOE

CRIMINAL HISTORY CHECK

***COPY OF DRIVER'S LICENSES OR GA ID ARE
REQUIRED FOR THIS CHECK***

VOLUNTEERS LAST NAME FIRST NAME INITIAL

MAILING ADDRESS

CITY STATE ZIP

RACE SEX DATE OF BIRTH

PHONE NUMBER SS #
REQUIRED

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

I AUTHORIZE BALDWIN COUNTY SCHOOLS AUTHORIZED INDIVIDUALS (JUDI BATTLE/JULIE KNIGHTON) TO PICK UP MY BACKGROUND CHECK.

SIGNATURE

DATE

NOTE: ANY PERSON VOLUNTEERING FOR OVERNIGHT SCHOOL TRIP(S) WITH THE BALDWIN COUNTY BOE MUST HAVE A FINGERPRINT BACKGROUND. INFORMATION FOR THIS PROCESS WILL BE PROVIDED BY THE BOE. THIS PROCESS MAY TAKE UP TO 3 WEEKS.

THERE IS A FEE FOR THIS SERVICE AND FINGERPRINT CHECKS ARE REQUIRED EVERY 5 YEARS, OR AT THE DISCRETION OF THE BOE