

**VOLUNTEERS IN SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**Definition:** A volunteer is any non- compensated or nominally compensated (\$1.00) person who wishes to donate his/her time with students within a school building, at a school sponsored event, or at extra/co-curricular activities. All Volunteers must adhere to all Gilmer County School policies, regulations, procedures and practices at all times whenever performing their duties as a Volunteer.

**REQUIREMENTS:**

- Volunteers must be an adult (minimum of 18 years of age) and not currently enrolled as a student in public/private education.
- Volunteers must complete a Volunteer Application Packet, including all required forms/paperwork, and submit their Driver's License to be processed through Gilmer County Schools' Raptor System.
- Volunteers must attend a training course regarding pertinent laws, policies and procedures, including Confidentiality and Child Abuse.
- Volunteers must maintain confidentiality, and are not permitted to discuss student/school related issues in the outside community.
- Volunteers who have reasonable cause to suspect that a child is neglected or abused, or who observe the child being subjected to conditions that are likely to result in abuse or neglect, must immediately, after suspecting this abuse, report the circumstances to Child Protective Services and the building principal.

**RESPONSIBILITIES**

**General Responsibilities/Duties of ALL Volunteers:**

- During the instructional day, Volunteers must provide identification and sign in/out at the school's main office when at the school.
- During the instructional day, Volunteers shall wear the "Visitor" badge or other means of identification, as required by the school.
- Volunteers shall not have access to confidential files/records and should not see grades or grade papers for teachers.
- Volunteers shall not be permitted to volunteer in their own child's classroom(s).
- Volunteers may chaperone their own child.
- Volunteers shall not supervise groups of students in the absence of a certified teacher/school administrator.

**Teacher Responsibilities:**

- Teachers shall supervise all volunteers that are placed in their classrooms; volunteers shall never be left alone with students during instructional time/the regular school day.

**Administrative Responsibilities:**

- The building administrator shall make parents and community members aware of the school volunteer program.
- The building administrator shall determine the need for Volunteers, and provide applications upon request to persons wanting to be considered for Volunteer services.
- The building administrator shall review the application packet, interview the candidate, and subsequently approve/deny the candidate's application at the building level.
- The School Office shall maintain an accurate file of Volunteer Applications and current volunteers.
- The building administrator/designee shall conduct an informational training session for each Volunteer. The training shall include, but shall not be limited to the following topics:
  1. Privacy Rights of Parents and Students
  2. Confidentiality of Student Information
  3. Confidentiality of School Information
  4. Racial, Sexual, Religious, Ethnic Harassment Policy
  5. Child Abuse/Neglect Reporting Policy
  6. Duties of a Volunteer