

Baldwin County School District

Lynwood Chandler
Board Chair

Noris Price
Superintendent

P. O. Box 1188
110 N. ABC Street
Milledgeville, GA 31059
Ph. (478) 453-4176 Fax (478) 457-3327
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Harold B. Simmons
Wes Cummings
John Jackson
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.

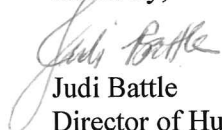
Steps to becoming a volunteer within the Baldwin County School District:

1. Make contact with the building Principal or his or her designee to express your interest in serving as a volunteer. At 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

**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 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 _____

BALDWIN COUNTY SHERIFF'S DEPARTMENT

Bill Massee, Sheriff
P.O. Box 830
Milledgeville, Georgia 31059-0830

**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	31059	478-457-3309
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

Date Adopted: 10/14/2014

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

Rule 160-4-8-.04

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

