



Volunteer Policy and Procedures

I. Purpose

The purpose of Scintilla Charter Academy's Volunteer Policy is to establish guidelines for the recruitment, screening, and management of volunteers in accordance with Georgia state laws and regulations. Volunteers play a crucial role in supporting our educational mission and enhancing the school community.

II. Definition of a Volunteer

A volunteer is defined as any individual who provides services to the school without monetary compensation. This may include parents, community members, and other stakeholders.

III. Volunteer Roles

Volunteers may engage in various activities, including but not limited to:

- Assisting in classrooms
- Supporting extracurricular activities
- Helping with school events
- Providing administrative support

IV. Recruitment and Selection

1. **Application Process:** Interested volunteers must complete a volunteer application form.
2. **Background Checks:**
 - A background check will be performed on all volunteers to ensure they are not sex offenders, in compliance with O.C.G.A. § 20-2-211.1 and O.C.G.A. § 42-1-15.
 - The school will cover the cost of this check.
3. **Training:**
 - **FERPA Training:** All volunteers must complete training on the Family Educational Rights and Privacy Act (FERPA) to understand their responsibilities regarding student confidentiality, as required by FERPA (§ 99.31(a)(1)(i)(B)).
 - **Mandated Reporter Training:** Volunteers are required to complete training on their responsibilities as mandated reporters of child abuse and neglect, in accordance with SBOE Rule 160-4-8-.04 and O.C.G.A. § 19-7-5.
 - **Child Abuse Training:** Volunteers must complete additional training on recognizing and responding to child abuse, aligned with Scintilla Charter Academy's Child Abuse Policy.

V. Code of Conduct

All volunteers are expected to:

- Exhibit professionalism and respect at all times.
- Follow school policies and procedures.
- Maintain confidentiality regarding student information.
- Report any concerns regarding student safety or well-being to a school staff member immediately.

VI. Supervision and Support

Volunteers will work under the supervision of a designated staff member, who will provide guidance and support throughout their service. Regular feedback will be offered to ensure a positive experience.

VII. Termination of Volunteer Service

The school reserves the right to terminate a volunteer's service if:

- The volunteer violates school policies or procedures.
- Concerns arise regarding the volunteer's conduct or the safety of students.
- The volunteer fails to fulfill their commitments.

VII. Grievance Procedure

Volunteers who have concerns about their role or the conduct of others should report these concerns to the supervising staff member or the school administration. The school will address grievances in a timely manner.

IX. Documentation Requirements

- The policy and procedures governing school volunteers' training and eligibility requirements must be uploaded and made accessible.
- Documentation must include:
 - The process for performing a background check on all volunteers to ensure they are not sex offenders (O.C.G.A. § 20-2-211.1, O.C.G.A. § 42-1-15).
 - Requirements for mandatory reporter training for volunteers (SBOE Rule 160-4-8-.04, O.C.G.A. § 19-7-5).
 - Requirements for FERPA training of volunteers (FERPA (§ 99.31(a)(1)(i)(B))).

X. Policy Review

This policy will be reviewed annually to ensure compliance with state laws and to address the needs of the school community at Scintilla Charter Academy.

Scintilla Charter Academy

2171 East Park Avenue
Valdosta, GA 31602
229-244-5750

STUDENT PRIVACY STATEMENT AND VOLUNTEER CONFIDENTIALITY AGREEMENT

Student Privacy and Volunteer Confidentiality

Under Federal law, state law and Scintilla Charter Academy policy, ALL information about students maintained by Scintilla Charter Academy is confidential with the exception of: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent school attended.

Students in Scintilla Charter Academy have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the Scintilla Charter Academy, which disseminates a student’s education records without his or her parent’s consent.

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well being.
- You may use confidential student information only for the purpose authorized by the principal. You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student.
- You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which a student’s health or safety is in immediate risk and in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the principal.
- Parents, friends, or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the principal. You may not share information about a student even with members of your own family or the student’s family.
- Before you speak, always remember that violating a student’s confidentiality isn’t just impolite, it’s against the law!

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VOLUNTEER INFORMATION FORM

We appreciate your desire to volunteer in our schools. Because the safety of our students is of major concern, all volunteers must view the training materials located on our website before this form is completed and returned to the school office for approval. A background check, including fingerprints, may be required. We appreciate your understanding of this procedure.

Name _____
 First Middle Last

Home Address _____
 PO Box Street City State Zip

Home Phone _____ Mobile Phone _____ Work Phone _____

Please check the type of volunteer work you will be performing.

____ Parent/Guardian Volunteer ____ Volunteer Tutor/Mentor ____ Special Project
____ Other (please specify) _____

Date(s) available for volunteer work: _____

Please answer each of the following questions with a "yes" or "no." If any answer is "yes," please attach an explanation.

1. Have you ever been found guilty, entered a plea of *nolo contendere*, been granted first offender treatment without adjudication of guilt, been placed under a court order whereby an adjudication or sentence was otherwise withheld for any misdemeanor involving moral turpitude or for any felony, or is any charge currently pending against you, including issuance of a bad check? (Excluding minor traffic offenses.)
____ Yes ____ No
2. Have you ever been investigated for any act of alleged discrimination, including discrimination based on race, color, gender, religion, age, national origin, or handicapping condition? ____ Yes ____ No
3. Have you ever been investigated for allegations of sexual harassment? ____ Yes ____ No
4. Have you ever been accused of and/or investigated for, a crime of child abuse or physical abuse?
____ Yes ____ No
5. I have completed the state mandatory training requirements for all volunteers. ____ Yes ____ No

Please name a person who can be contacted in the event of an emergency.

 Name Phone Relationship

I certify that the information contained in this application is true and accurate to the best of my knowledge. I understand that misrepresentation or omission of information will be cause for rejection of my application to volunteer at SCA.

 Signature Date Administrator Signature

**Thank you for volunteering your time to SCA
You are greatly appreciated!**

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RELEASE AND HOLD HARMLESS AGREEMENT

_____ (“Volunteer”) states that he/she is a volunteer
(Type or Print Name)

who desires to make improvements to Scintilla Charter Academy’ facilities and/or programs and services to students.

As such the volunteer specifically releases, discharges and holds harmless Scintilla Charter Academy, Inc., a body corporate, and any and all of its members and employees of and from any and all liability, responsibility, or damages whatsoever for any death, personal injury or property damage resulting from or arising out of making, existence, placement, construction, maintenance (or failure to maintain) improvements to the above described facilities; and/or resulting from or arising out of the volunteer’s presence upon or occupancy of Scintilla Charter Academy’ property.

VOLUNTEER:

Signature

Type or Print Name

Date

WITNESS:

Principal/Administrator

Date