

## **Volunteer Policy**

Effective January 2012, the Atlanta Board of Education adopted a new administrative regulation that requires each school to conduct screening of volunteers, and requires all volunteers to have on file with the school a completed [Volunteer Release Form](#), which must be submitted with a copy of a government-issued photo ID.

The new regulations also require schools to identify volunteers by level of access to students. The levels are:

**Level 1 Volunteers:** Non-district personnel who will have no direct interaction with students.

**Level 2 Volunteers:** Non-district personnel who will have direct interaction with students with either an APS employee or two other adults present at all time, for example, mystery readers and media center volunteers. For Level 2 volunteers, school personnel will access the Georgia and federal sex offender registry websites to run background checks.

**Level 3 Volunteers:** These volunteers are non-district personnel who will have direct, unsupervised interaction with students, for example, after school club leaders. Level 3 volunteers must be fingerprinted by APS and have GBI/FBI criminal background checks on file prior to service. Volunteers must pay for the background check services, which is \$37.25 by money order only.

We are fortunate to have so many parents who are actively involved in our school. Given that most of our parents interact with students while visiting SPARK, we will classify ALL volunteer opportunities at SPARK as Level 2. Therefore, all volunteers must complete the Volunteer Release Form and school personnel will run a background check. Some volunteers will be classified as Level 3 and they will be notified prior to service.

If you are currently or will be a volunteer at SPARK, please complete the [Volunteer Release Form](#) (a copy will be sent home with your child) and return it to the front office or your child's homeroom teacher with a copy of your government-issued photo ID. The staff of the front office can also copy your ID.

In addition, ALL volunteers should be aware that under a new Georgia law, they are obligated to report suspected child abuse to law enforcement or potentially face misdemeanor charges. Please click here for an overview of what to report and to whom.  
<http://georgiacenterforchildadvocacy.org/reporting-law/>

Thank you for your cooperation in keeping our children safe.