

Georgia School for Innovation and the Classics

5073 Storey Mill Road
Hephzibah, GA 30815
Tel (706) 434-8085 Fax (706) 434-8086

Volunteer Application

STUDENT PRIVACY STATEMENT AND VOLUNTEER CONFIDENTIALITY AGREEMENT

Under Federal Law, State Law, and Georgia School for Innovation and the Classics' policy, ALL information pertaining to students maintained by GSIC 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 GSIC have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the US 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 GSIC, which disseminates a student's education records without his or her parents' 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 GSIC. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or 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!

Because the safety of our students is of major concern, all volunteers must view the following training materials prior to completing and returning the Volunteer Application:

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Child%20Abuse%20Prevention%20Handouts.pdf>

A background check may also be required. We appreciate your understanding of this procedure.

Please see the Faculty/Volunteer Dress Code on the reverse side. Please retain this page for your records.

Faculty/Volunteer Dress Code (2018-2019):

All employees are expected to dress in a professional manner. Clothing must be neat, clean, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

Appropriate professional dress for female staff/volunteers:

Clothing should fit properly and should not be too loose or too tight.

Dresses and skirts should be no shorter than two inches above the knee. The slit of a dress or skirt must come no higher than two inches above the knee.

Dress pants and slacks are acceptable. Leggings should not be worn as pants, and bright or multi-colored leggings are not considered professional. Capri pants must be below the knee. Jeans or denim clothing is not allowed; shorts should not be worn by faculty.

T-shirts, low-cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed. Sleeveless tops are not permitted.

Shoes should be in line with professional dress; flip-flops and athletic shoes are not acceptable.

Earrings on females are the ONLY visible piercing allowed.

Hats are not to be worn inside.

Hair should be neat, well-groomed, and of a natural color.

Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

Appropriate professional dress for male staff/volunteers:

Men may wear a polo-style shirt or a dress shirt and must be tucked in.

Physical education teachers may wear a collared sport/golf shirt.

Slacks and casual dress pants are acceptable. No jeans or denim clothing is permitted.

T-shirts or tank tops are not allowed.

Shoes should be in line with professional dress; flip-flops or athletic shoes are not acceptable.

Hats are not to be worn inside.

No earrings or visible piercings are allowed on male faculty members.

Hair should be neat, well-groomed, and of a natural color. Beards and mustaches must be neatly trimmed. Men without beards should be clean shaven daily. Hair must be well-groomed and of moderate length. The hair may not extend below the collar. Hair fasteners of any kind may not be worn.

Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

Coaches/Physical Education Teachers

Physical Education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities.

In Summation:

All faculty, staff, and volunteers must dress in a manner that meets or exceeds the student dress code.

By enacting this dress code policy, GSIC recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code policy.

Any employee/volunteer deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire.

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Agreement

I, _____, as a volunteer for
Please Print Name

Georgia School for Innovation and the Classics acknowledge that I have read and understand the Student Privacy Statement and Volunteer Confidentiality Agreement. I agree never to disclose information about a student's records to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to the school principal. I will use confidential student information only for the purpose authorized below by the principal/volunteer coordinator.

_____ Date ____/____/____
Volunteer Signature

Authorization and Acknowledgement

The only purpose for which the above signed volunteer may have access to and use confidential student information for his or her work in:

- _____ School Attendance Office
- _____ School Counseling Office
- _____ School Main Office
- _____ Classroom

_____ Date ____/____/____
Principal/Volunteer Coordinate Signature

Georgia School for Innovation and the Classics

Name _____
Last First Middle

Home Address _____
Number/PO Box Street City State Zip

Phone _____ Alternate _____

Email _____ @ _____

Student(s) at GSIC and Relation _____

Please check the type of volunteer work you are interested in performing.

_____ Field Trip Chaperone _____ Special Events _____ Volunteer Tutor/Mentor _____ Classroom
_____ Lawn Care _____ Other (Please Specify) _____

Dates/Times available _____

Please answer the following questions accordingly; please attach an explanation for any "yes" answers.

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 (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/physical abuse? _____ Yes _____ No
5. I have completed the state mandatory training requirements for all volunteers. _____ Yes _____ No
6. I have reviewed and agree to abide by the Faculty/Volunteer dress code. _____ Yes _____ No

Please list an emergency contact for yourself.

Name Phone Relation

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 GSIC.

Signature of applicant Date Signature of Administrator/Volunteer Coordinator

Georgia School for Innovation and the Classics

RELEASE AND HOLD HARMLESS AGREEMENT

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

desires to make improvements to GSIC’s facilities and/or programs and services to students. As such the volunteer specifically releases, discharges, and hold harmless GSIC, 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 GSIC’s property.

VOLUNTEER

Printed Name

Signature

_____/_____/_____
Date

WITNESS

Administrator/Volunteer Coordinator

_____/_____/_____
Date

Background Check Received

_____/_____/_____
Date