



Adopted 2/22/18

Volunteer Processes and Approval Q&A

Per Brookhaven Innovation Academy Board Policy, all volunteers who will be working with students must complete a Volunteer Registration Form each year. Furthermore, the principal (or their designee) will check all names against the Georgia Bureau of Investigation (GBI) sex offender registry.

Is this process different from other public schools?

No. All public schools in Georgia check the GBI registry. The only new addition to this process is that volunteers are now considered to be “mandated reporters” of suspected child abuse.

Is the inclusion of being a mandated reporter at Brookhaven Innovation Academy requirement?

No. House Bill 1176 was signed by Governor Deal on May 2, 2012. This Bill revised OCGA 19-7-5 requiring all school affiliated volunteers to become “mandated reporters” of suspected child abuse. Brookhaven Innovation Academy is simply complying with a state law.

To complete this process, go to <https://www.prosolutionstraining.com> and complete the Mandated Reporter training (located on the right side of the homepage). You will need to set up an account, then print out the certificate upon completion of the training. This will take approximately 45 minutes.

Does every volunteer need to complete an information form?

Yes.

What information is need to complete the volunteer process?

A Volunteer Informational Form must be completed and accompanied by a certificate verifying the completion of the child abuse reporting protocol. Furthermore, an official government photo identification should be provided, copied and maintained at the school. A copy of the informational form and the volunteer code of conduct may be found on the school website or in the front office.:

I've made a mistake in the past, will that exclude me from volunteering at Brookhaven Innovation Academy?

Not necessarily. The question on the informational form are very specific about past felony offenses. If you answer “yes” to any of the questions, the School will contact you for further information. These offenses will be reviewed on a case by case basis by the Brookhaven Innovation Academy Board. Individuals on the GBI registry will be automatically excluded from volunteer opportunities.

Is the GBI registry available to the public?

Yes. In accordance with OCGA 42-1-12, the GBI is the central repository for Georgia’s Violent Sexual Offender Registry. You may visit their website for more information: <http://gbi.georgia.gov/georgia-sex-offender-registry>.

I have concerns about someone within my community. What should I do?

Contact your local police department with any questions. The municipal law enforcement agency is tasked with investigating community concerns, not Brookhaven Innovation Academy.



Volunteer Code of Conduct

Thank you for your cooperation in respecting the following important guidelines:

1. As a volunteer, your role and responsibilities are unique

- Understand that your role is a supportive one. The teacher and Head of School are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You should not be left in charge of a classroom except in case of emergency or crisis.
- Remember volunteers are only permitted to work with students on school grounds and under the supervision of the public school staff.
- Maintain student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and administrators.
- Don't make promises you can't keep. Avoid saying things like "Study hard and you'll definitely pass the test."
- Use good judgment and avoid any compromising situation. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.
- Strictly follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher, program coordinator, or administrator for assistance with problematic student behavior.
- Follow Brookhaven Innovation Academy Child Abuse Reporting Protocol for any incident involving staff persons exhibiting physically abusive or sexually exploitive behavior toward a student.

2. Volunteers take pride in being professional

- Maintain a constructive attitude. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.
- Be prompt and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more.
- Notify your school as soon as possible if you must be late or absent.
- Keep an accurate record of your attendance by signing in each day you volunteer.
- Establish and maintain good and frequent communication with your classroom teacher.
- Never be under the influence of drugs or alcohol. Do not smoke on school grounds.
- Do not lend money, contribute or solicit money for organizations while you are on school grounds.
- Do not use the internet inappropriately by going to websites that are not conducive to a professional or education environment.

3. Health and Safety are always important

- No younger siblings/children are permitted to be in the building while parents are volunteering.
- Alert school staff immediately if any student has an accident while working with you.
- Refer any student in need to first aid or any type of medication to a teacher or the front office.
- Learn to follow emergency preparedness drill procedures and all school rules.
- Notify the Head of School of any accident you have on school grounds. A written form must be submitted to the principal within 24 hours.
- Alert the Head of School before volunteering in school if you have, or have been exposed to, a communicable disease.

Please remember that you must complete all screenings and training requirements before you can become a volunteer. The school reserves the right to discontinue your volunteer service for any reason.

**Thank you for volunteering your time and effort to the students of
Brookhaven Innovation Academy!**



Volunteer Conduct and Confidentiality Agreement

For the safety and security of all our students, staff and fellow volunteers, I, *(please print)* _____, as a volunteer at Brookhaven Innovation Academy, have read, understand, and agree and will abide by the following conditions:

I. VOLUNTEER CONDUCT AND POLICIES

1. I agree and complete and submit the Brookhaven Innovation Academy required Volunteer Registration Form prior to helping at Brookhaven Innovation Academy for each school year.
2. I agree to always sign in and out at the Front Office, specify my volunteer destination and wear my name badge while in the building at all times.
3. I agree to report any unsafe conditions within the building or on the school campus to the front office.
4. I agree not to act as a spokesperson for Brookhaven Innovation Academy, or to speak to the media on behalf of the organization unless authorized, for a specific purpose, by Brookhaven Innovation Academy.
5. I agree never to touch a child or will bring any discipline related problem with a student, which is beyond the scope of my volunteer expectation or ability, to the attention of the teacher or school administration.
6. I agree to work cooperatively with other volunteers, teachers, and staff for the good of the entire school.
7. I agree to abide by all safety policies and procedures established by Brookhaven Innovation Academy and available School Safety Plan manual.
8. I understand that it is inappropriate to use my volunteer time as an opportunity to discuss my child's individual progress or concerns with teachers or staff members. I agree to set up a mutually agreeable appointment time with teachers and/or staff members when I'd like to discuss such matters.
9. I understand that any access code, password, etc. assigned by Brookhaven Innovation Academy will be kept confidential.
10. While working as a volunteer I am required to refrain from using any substance, alcohol or drugs, which impairs my ability to act in the best interest of the students. Violation of this condition is reason for immediate dismissal.

II. CONFIDENTIALITY

1. I understand, in the course of my work for Brookhaven Innovation Academy, I may learn certain facts about students who are served by the school which are of a highly personal and confidential nature. Examples of such information are student assessments, biographical/family information, relations with peers, etc. I understand all such information, including the identity of the student, must be treated as completely confidential and will remain confidential even after I terminate my volunteer service with Brookhaven Innovation Academy.
2. I agree not to disclose any information of a personal and confidential nature to any person not also affiliated with Brookhaven Innovation Academy and authorized by the school to have such information, without the specific consent of the individual to whom such information pertains and the prior knowledge of Brookhaven Innovation Academy.
3. I further agree that if I become aware of a breach of confidentiality by another volunteer, I must immediately report such breaches to the school administration, along with the name of the volunteer and student involved.
4. Brookhaven Innovation Academy is not liable for any personal injury or damage caused as a result of volunteer's, negligence, recklessness or when acting outside the scope of his assigned volunteer duty.
5. Failure to comply with these terms of confidentiality will result in your release from volunteer service with the school and possible legal action under the laws of the State of Georgia and other jurisdictions.

III. BROOKHAVEN INNOVATION ACADEMY AGREES TO:

1. Provide adequate orientation for volunteers in our procedures, policies and organization and support in the coordination of volunteer activities and training.
2. Provide a response to volunteer issues, concern and grievance.

I hereby acknowledge that I have read and understand this Volunteer Agreement. I further understand that my capacity as a volunteer is without compensation and/or benefits. I understand that Brookhaven Innovation Academy may change these volunteer policies at any time and that I will be notified of such change.

Signed _____

Date _____

Phone _____

e-mail _____

We appreciate and thank you for giving your time to Brookhaven Innovation Academy!