

Genesis Innovation Academy

Volunteer Policy

SECTION 1. Purpose of the Policy

SECTION 1.1. The purpose of this policy is to provide an avenue for volunteers to support the mission of Genesis while also providing for the protection of students and staff by vetting and/or supervising volunteers who may potentially pose risk to the health, safety, and protection of staff, students, and property of Genesis Innovation Academy, Inc. (Genesis).

SECTION 2. Volunteer Work

SECTION 2.1 Family Volunteer Expectations – Each Genesis family is expected to volunteer 20 hours a year; hours can be combined across all family members

SECTION 2.2 Family Volunteer Activities – Family volunteers may work in a variety of capacities as proscribed by the Administration; there is no expressed right to volunteer or to do so in a specific capacity. Volunteer activity refers to tasks that are a regular or expected part of school operations and that would, under normal circumstance, be done by a Genesis staff member.

SECTION 2.3 Family Volunteer Fund-Raising – Family volunteers are encouraged to support Genesis fundraisers with the following stipulations:

- 2.3.1 Family volunteers are not allowed to sell merchandise in the name of Genesis without expressed approval in writing from the Head of Schools
- 2.3.2 Family volunteers are not allowed to open a bank account in the name of Genesis; Genesis does not recognize a formal and independent parent organization. Those volunteers will be subject to the Supervision and Background Check provisions below.

SECTION 2.4 Non-Family Volunteers – Genesis will allow community members, partners, and other stakeholders to volunteer their services to support the mission of Genesis.

SECTION 3. Volunteer Training, Supervision and Background Checks (see Background Check Policy for further details on background checks).

SECTION 3.1 Tier 1 Volunteers – Tier 1 volunteers engage in work on behalf of Genesis that does not lead to interaction with students, either because they work off-site or on-site when students are not present. Tier 1 volunteers will not require criminal background checks.

SECTION 3.2 Tier 2 Volunteers – Tier 2 volunteers engage in work on behalf of Genesis that will (or will likely) bring them into direct contact with students, but only in the presence of other adults under the following conditions:

- 3.2.A. All Volunteers - Tier 2 volunteers do not require criminal background checks, but school staff must search the state and federal sex offender registries for the names of prospective volunteers. Registered sex offenders will be prohibited from volunteering.
- 3.2.B. Parent Volunteers – Parents may volunteer in Tier 2 in two ways: 1) under the supervision of a school employee or 2) in the company of at least two other parents who have undergone sex offender registry screening with no finding, as per 3.2.A.
- 3.2.C. Non-Parent Volunteers – Non-parent volunteers may only volunteer in Tier 2 under the supervision of a school employee. In addition to the sex offender registry check, non-parent

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volunteers may also be subject to screening mechanisms (e.g. reference checks) other than crime related background checks.

- 3.2.D. – Tier 2 Volunteers must undergo training that addresses the requirements of Mandated Reporting and compliance with the Family Educational Rights and Privacy Act (FERPA). Genesis will provide information on how to meet the training requirements each year based on the requirements of O.C.G.A. § 19-7-5.
- 3.2.E Interactions – Tier 2 volunteers are not allowed to interact with students unless explicitly directed to do so by a classroom teacher or staff member, while the classroom teacher or staff member is present.

SECTION 3.3. Tier 3 Volunteers – Tier 3 volunteers will (or likely will) have direct, unsupervised interaction with students. Level 3 volunteers must be fingerprinted and have GCIC criminal background checks on file prior to service.

- SECTION 3.3.A – Approval for Volunteer Service – Approval for volunteer service is contingent upon a satisfactory criminal record check. If the criminal record check reflects that the volunteer has not been arrested, charged, pled guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Head of Schools shall have the authority without further authorization from the Governing Board to permit the volunteer to serve. Otherwise, Board approval will be required.
- SECTION 3.3.B - Tier 3 Volunteers must undergo training that addresses the requirements of Mandated Reporting and compliance with the Family Educational Rights and Privacy Act (FERPA). Genesis will provide information on how to meet the training requirements each year based on the requirements of O.C.G.A. § 19-7-5.

SECTION 4. Board Members - SECTION 4.1 – Board members and those who volunteer to serve on Board committees are subject to the provisions above based on the Tier that aligns to the extent of their volunteer involvement.

SECTION 5. Guests – Any individual who volunteers their expertise under the supervision of a Genesis staff member to perform tasks or activities that are not normal expectations of Genesis staff. The term “guests” includes, but is not limited to, guest speakers or performers. Guests will not be required to undergo Mandatory Reporter Training.

SECTION 6. Volunteers who handle money – Volunteers (including Board members) who handle or have access to money (e.g. receiving cash payments or donations at a fundraiser) may be required to undergo a criminal background check prior to serving in any money-handling capacity.