



# UTOPIAN

ACADEMY FOR THE ARTS

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CHARTER SCHOOL NETWORK

Utopian Academy for the Arts seeks to engage all stakeholders in supporting its efforts to provide a meaningful and successful educational experience while protecting the safety of its scholars. To this end, this policy establishes the guidelines of safety that ensure this goal is met.

Volunteers can be parents/guardians of scholars at the school, community members or stakeholders and will always be monitored. All volunteers must comply with the school's policy and complete the required training prior to engaging in any events or providing support within the school environment. School volunteers shall not have access to confidential scholar information, without written consent from the parents/guardians of scholars.

## **A. Volunteer Expectations**

Utopian Academy for the Arts volunteers are expected to dress and behave in a professional manner and refrain from acting in any way that would be distracting or disruptive to instruction or the school environment. Any violation of this policy as determined by a principal, the Executive Director or CEO, will result in a volunteer being excluded from participating in volunteer activities at the school.

Volunteers—including parents—who have a disqualifying offense on their background check or are listed on the sex offender registry may not participate in volunteer activities. Parents/guardians who are excluded from volunteer activities may attend public events at the school such as PLO meetings and scholar performances. Volunteers are required to participate in mandated reporting training provided by the school or through a digital training platform.

## **B. Volunteer Requirements**

Volunteer requirements at Utopian Academy for the Arts must follow the guidelines below:

### **Tier I**

- No direct interaction with students- Volunteer when school is not in session such as assisting in the office, making photocopies, bulletin board design, etc.

- Requirements: Volunteer Release Form, completed Mandated Reporter training, completed FERPA training and copy of government ID

## **Tier II**

- Interaction with students- All volunteers who engage in the school when students are present shall be under the supervision of an UAFA employee. Most volunteer activities would include classroom volunteer, field trip chaperones, cafeteria support and carpool duty.
- Requirements: Background check, Volunteer Release Form, copy of government ID, completed Mandated Reporter Training (Please print and submit certification of completion which is displayed at the end of the 60 minute course.), and completed FERPA training.

### **C. Sex Offender Registry Check**

The final stage in approving volunteers is having the Parent Engagement Coordinator or an Administrative Assistant check for their names in the Georgia and federal sex offender registries. Georgia Sex Offender Registry; Federal Sex Offender Registry; Registered sex offenders

### **D. Procedure**

All individuals who express a desire to volunteer at Utopian Academy for the Arts must complete a volunteer application and submit it to the Parent & Family Engagement Coordinator, Administrative Assistant, or an administrator for approval. Volunteers will then be given the instructions to the CCPS Sheriff's office to complete a background check. The PFE Coordinator or Administrative Assistant will then check the Sex Offender Registries above.

Once cleared, the volunteers will then come in for onboarding where the PFE Coordinator, Administrative Assistant, or an administrator will review the expectations for dress, conduct, and the volunteer opportunity. Finally, the volunteer must complete online or in-person child abuse and FERPA training, complete the quiz at the end and print a certificate or sign-in to show participation in the session.