

**Learning Center Foundation of Central Cobb, Inc.**  
**D/B/A International Academy of Smyrna**  
*Developing critical thinkers and well-rounded world citizens*

## **VOLUNTEER PLAN**

### **Volunteer Hours**

1. At least 10 hours for parents and guardians of students enrolled in IAS are expected
2. A two-tiered level system will be used.
  - Tier I
    - No direct interaction with students. Volunteer when school is not in session such as Community Clean Up Day, making photocopies, bulletin board design, etc.
    - Requirements: Volunteer Release Form and copy of government ID
  - Tier II
    - Interaction with students shall be under the supervision of an IAS employee. Most volunteer activities would include classroom volunteer, field trip chaperones, cafeteria support and car pool duty.
    - Requirements: School Gate Guardian clearance (red box located in the school), Volunteer Release Form, copy of government ID and completed Mandated Reporter Training (Please print and submit certification of completion which is displayed at the end of the 60 minute course.). Child Abuse and Neglect Policy training is required. ([https://www.prosolutionstraining.com/store/product/product.cfm?tProductVersion\\_id=1096](https://www.prosolutionstraining.com/store/product/product.cfm?tProductVersion_id=1096))
3. Volunteer hours are doubled for cafeteria duty, car pool and overnight field trips.

### **Volunteer Procedures**

- Volunteer Release Forms will be available as a download on the school website or they can be picked up at the front desk, the link to Pro-Solutions (Volunteer Mandated Reporting Training) will be on the website as well.
- Parents will be cleared through School Gate Guardian (badge will be printed) when they arrive for their first Volunteer opportunity,
- Volunteers will have to sign in every time they enter the building.
- Volunteer hours will be tracked through Checkmate monthly by Parent Facilitator/Front Desk.
- Parents will sign understanding agreement upon completion of Child Abuse & Neglect Policy.

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- Teachers will also keep a track of volunteers in the classroom and create opportunities for parents to assist outside of the classroom: create take home packets, cut out materials for projects, design bulletin boards, make copies, and assist with other curriculum related activities.