

## **PROCEDURES FOR SCHOOL VOLUNTEERS POLICY**

All Jackson Public School District School's volunteers who work in any setting will be screened. The screening used will be based upon the specific task(s) assigned, the risks associated with the performance of those tasks, and the designation of supervised versus unsupervised student contact. The attached chart sets forth in detail the various volunteer job descriptions and the types and frequencies of screening required for each task.

### **Responsibility for Screening**

The principal or his/her designee is responsible for assuring that all volunteers are screened in coordination with the Partners in Education Office and the Safety and Security Office, when applicable. The assigned staff person will review the work a volunteer will be doing to determine the appropriate level of screening. Volunteers who are referred through other agencies are subject to screening requirements consistent with those listed herein. The principal or designee must maintain a record of screening data.

### **JPSD Employee as as Volunteers**

Current employees are eligible to volunteer in Jackson Public Schools and are exempt from Levels 3 and 4 of the screening procedures as set forth in the chart containing the policy.

### **Ineligible Volunteers**

Former employees of the Jackson Public School District who are coded as *ineligible for rehire* may also be ineligible to volunteer in the Jackson Public School District, depending on the reason and nature of the ineligible for rehire code. The school district will consider mitigating circumstances such as the length of employment, how much time has lapsed since the employment, reason and circumstances surrounding the ineligible for rehire code, references, and whether the person poses an unacceptable risk to students

Sex offenders are ineligible to volunteer in the Jackson Public School District.

### **Volunteers in Community Based Program**

Schools referring children for participation in a community-based volunteer program must use one of the following procedures:

## **KJA Procedures**

- (a) determination that the agency has screened the volunteers appropriately through background checks and reference checks as required by Task Assignment; or
- (b) require that the student's parent/guardian sign a letter in which the parent/guardian acknowledges that JPSD has not screened the volunteers working in the program and accepts responsibility for the student's participation in the program. The letter must be returned to the school before the child is released to participate in the program and must be kept in the child's file at the school.

### **Screening Methods**

Screening methods which may be used include:

- Jackson Public School District volunteer form
- Interviews
- Reference Checks
- Criminal record checks
- Fingerprinting
- Orientations
- Attendance at district/office training

### **Nametags**

Volunteers must register in the school office at the beginning of each school visit. Schools must require that volunteers wear nametags while in the building. The Partners in Education Department will work with schools to develop a system that indicates the Task Level for which the volunteer has been screened.

### **System-wide Support**

The staff in the Partners in Education Department will provide referral assistance in developing task descriptions and volunteer forms and will provide training in the process to implement the screening system. Central Office staff will also conduct reference and record checks when such checks are required. Record/criminal history checks are valid for two calendar years, unless pertinent information is received that may require an additional check.

### **Confidentiality**

Volunteers are to be held to professional standards for maintaining the confidentiality of student records and will not be given access to student records without parent/guardian permission. The principal or his/her designee will advise volunteers on the issues and importance of confidentiality of student information.

**Parent Consent**

No student will participate with a volunteer in a Level 4 activity or ride in a vehicle driven by a volunteer unless the student's parent or guardian has consented in writing.

**SOURCE: Jackson Public School District  
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