



Jasper County Charter System

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Volunteer Background Check Procedures

These procedures direct whether you need to conduct criminal/sex registry background checks on volunteers for JCCS. Not every volunteer will require a criminal/sex registry background checks. Some volunteers will require more thorough criminal background checks than others.

Level 1 Volunteer

This is a volunteer for JCCS that does not interact with students (i.e., booster clubs, etc.) or has very limited, supervised interaction (i.e., classroom reader, etc.). No background checks required.

Level 2 Volunteer

This is a volunteer for JCCS that interacts with students, with or without other adults at all times present. Examples include volunteers that work one-on-one with students, volunteer on a regular, on-going basis, volunteer to provide instructional assistance, volunteer to serve as room mothers/fathers, or volunteer as chaperones for school activities, etc. These volunteers requiring checking:

- GCIC Criminal Background
- National and State Sex Offender Registry

Level 3 Volunteer

This is a volunteer for JCCS that interacts with students off campus at over-night events, with or without other adults at all times present. These volunteers requiring checking:

- GCIC Criminal Background
- FBI Fingerprinting Background
- National and State Sex Offender Registry

All volunteers complete a Volunteer Request Form and submit it to the Principal/Director. The Principal/Director approves the request and assigns the level based on the use of the volunteer. For level 2 and level 3 volunteers, the Principal/Director obtains the GCIC Consent Form from the volunteer and submits it and the approved request to the Personnel Office.

The Personnel Office conducts the appropriate background checks and maintains an approved list of volunteers. Only approved volunteers may volunteer. Volunteers must submit a new request annually.

The Principal/Director must review the training module regarding mandatory reporting procedures with all volunteers they approve.