



Jasper County Charter System

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Volunteer Background Check Procedures

These procedures delineate between Visitors, Level 1 Volunteers, and Level 2 Volunteers.

Visitor

A visitor is someone that does not interact with students (i.e., booster clubs, etc.) or has very limited, supervised interaction (i.e., classroom reader, etc.) with students. No background checks are required, but all visitors must sign-in at the front office and show proof of identification every time they visit the school. In addition, all visitors should wear their visitor pass for the duration of the visit..

Level 1 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 2 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 Director. The Director approves the request and assigns the level based on the use of the volunteer. For level 1 and level 2 volunteers, the 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 sends them back to the Director. Only approved volunteers may volunteer. Volunteers must submit a new request annually.