

# VOLUNTEER HANDBOOK



# Acknowledgments

We would like to extend a special Thank You to the following:

**Superintendent Jeff Beal** for his years of leadership and dedication to the students and families of Jackson Public Schools.

**Jackson Public Schools Board of Education** for their commitment and leadership to our students, staff and community.

**Angela Mitchell**, President

**Pam Fitzgerald**, Vice President

**Cheryl Simonetti**, Secretary

**Erin T. White**, Treasurer

**Libby Brown**, Trustee

**Kesha Hamilton**, Trustee

**Shalanda Hunt**, Trustee

**Jackson Public School's dedicated staff** who support our volunteers. They welcome the involvement of family and community volunteers in the schools and recognize that certain programs and activities for our students can be enhanced through the use of volunteers.

*It is the policy of the Jackson Public Schools Board of Education not to discriminate on the basis of Protected Classes in its educational programs and activities and employment. Protected Classes generally include race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital status, military status, ancestry, genetic information and such others as are defined in federal or state law. More detailed information can be found in the Board of Education Policies on the district website, [www.jpsk12.org](http://www.jpsk12.org). Inquiries and complaints regarding discrimination in programming and employment may be referred to any of the following: Julie Baker, Assistant Superintendent of Elementary Curriculum/Federal Programs, 517-841-2157; Jeremy Patterson, Assistant Superintendent of Secondary Curriculum, 517-841-2208.*



Dear Jackson Public School Volunteer,

We welcome you to Jackson Public Schools and thank you for your willingness to partner with us in providing an excellent educational program. JPS encourages volunteer participation in our school's programs and activities. There are many opportunities to volunteer and to actively participate in the educational program. Research indicates many positive outcomes for children when parents and community members volunteer and actively participate in their children's school.

Your service as a volunteer will add significantly to the programs offered at Jackson Public Schools. Your involvement helps build a school community that emphasizes academic excellence, community responsibility, basic skill development, individual strengths, technology integration, and a lifelong love of learning. As a volunteer, you provide enrichment opportunities that enhance the educational experience for students while supporting teachers and staff. You also encourage building a strong foundation for students as they select a career path or post-secondary education.

Your participation helps us to fulfill our mission of bringing our community together to create a culture of academic excellence and workforce readiness. We envision a community where all students become lifelong learners.

As you enhance and support our school, it is important to help students be excited about learning. By modeling for students the kinds of behaviors and attitudes they need in order to succeed, you help them to develop into productive citizens of the school and community. This handbook is designed to provide you with practical information that will assist you in your volunteer placement. It is our goal that the time you spend with our students is worthwhile for you as well as the students. If you have any questions that have not been addressed in this handbook, please feel free to use contact information listed below.

Once again, thank you for helping make a difference in the lives of our JPS students.

Kriss Giannetti

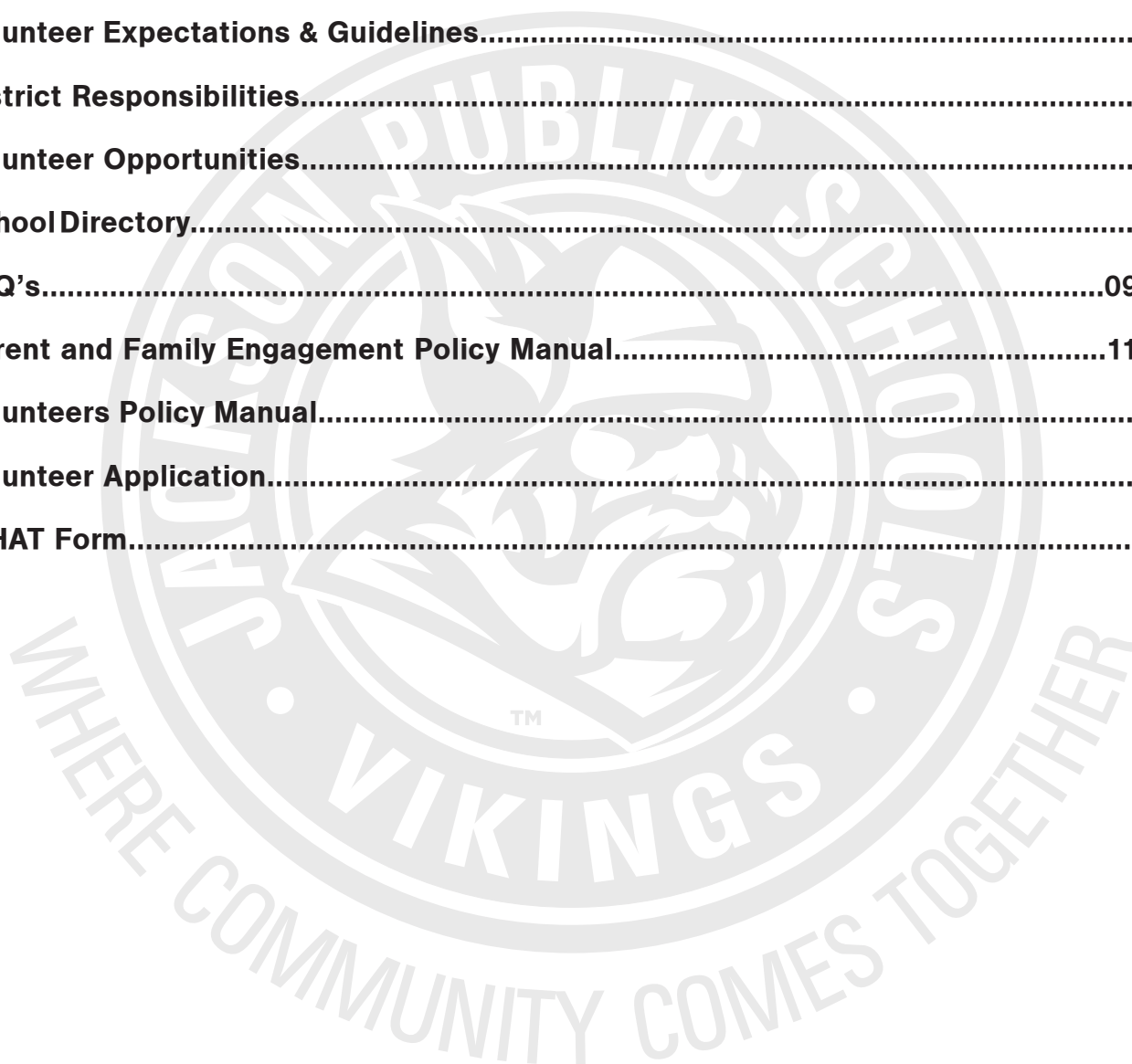
Assistant Superintendent of Communications and Community Relations

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517-841-2148 office

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**MISSION:**

**We will bring our community together to create a culture of academic excellence and workforce readiness.**

**VISION:**

**We envision a community where all students become lifelong learners.**

Welcome to Jackson Public Schools, **“Where Community Comes Together!”** JPS works with students, families, educators and the community to empower all students to achieve academic and social success through a relevant and comprehensive curriculum that, in turn, prepares them to be innovative and productive students.

## **Family & Community Engagement**

Jackson Public Schools believes that parents, guardians and community members are essential to our students' success. Family and community engagement is a vital piece of the district's work educating our students and bringing the community together.

Volunteers are encouraged to engage in a way that fits their needs. There is no one size fits all to volunteering with Jackson Public Schools. Our Parent Liaisons are dedicated to working with everyone who would like to volunteer.

For more information, please see Board Policy on page 11.

### **Parent Liaison Information**

The role of a parent liaison is to build relationships with students and families to foster a positive school culture and climate. Parent liaisons are essential to our district as they provide a link between the school and family.

Parent Liaisons are available to:

- Relay the needs of the school and parent to one another
- Help parents work effectively with teacher/staff as partners in their child(ren)'s education
- Advise parents on how to address issues with school administration to get the best results
- Serve as a school based contact for concerns made by parents and/or community members
- Provide referrals to community based services for families
- Create meaningful opportunities for parent involvement/engagement
- Help parents understand the educational system so they can better advocate for their child(ren)

Currently, all elementary schools have a shared parent liaison, Middle School at Parkside has one dedicated parent liaison, and Jackson High School has a dedicated parent liaison.

Erin Slater, Elementary Parent Liaison, 517-841-2489, [Erin.Slater@jpsk12.org](mailto:Erin.Slater@jpsk12.org)

Kristy Dillon, Parkside Parent Liaison, 517-841-2278, [Kristy.Dillon@jpsk12.org](mailto:Kristy.Dillon@jpsk12.org)

Terri Reynolds, High School Parent Liaison, 517-841-3840, [Terri.Reynolds@jpsk12.org](mailto:Terri.Reynolds@jpsk12.org)

# Volunteer Procedures

JPS encourages and appreciates the involvement of family and community members who volunteer in our schools. To protect the district and its students, any volunteer who works with or has access to students shall be screened through the internet sites for the Sex Offenders Registry (SOR) list and the Internet Criminal History Access Tool (ICHAT) criminal history records check prior to being allowed to participate in any activity or program. If you have questions about the volunteer application process or your approval status please contact the school office where you are applying or one of our parent liaisons.

Erin Slater, Elementary Parent Liaison, 517-841-2489, Erin.Slater@jpsk12.org  
Kristy Dillon, Parkside Parent Liaison, 517-841-2278, Kristy.Dillon@jpsk12.org  
Terri Reynolds, High School Parent Liaison, 517-841-3840, Terri.Reynolds@jpsk12.org

## Step 1

### Submit Application

Submit your completed Volunteer Application, ICHAT form, and a copy of your drivers license/state issued ID to the school office or to a Parent Liaison. ICHAT approvals expire each year on June 30th, so a new application must be completed every school year.



## Step 2

### Criminal History Check

All applicants are subjected to a screening through the internet sites for the Sex Offenders Registry (SOR) list and the Internet Criminal History Access Tool (ICHAT).



## Step 3

### Approved

Processing time is approximately 5-10 business days. You are now ready to start volunteering at any JPS school. If you are unsure about your status, please consult the school office.



*In the case you are denied, a letter will be sent to the provided address notifying you of your denial. If you have any questions or believe that there may be an error in your record, you will have the opportunity to have your application reviewed. Instructions for the appeal process are included in the letter.*

# **Volunteer Expectations & Guidelines**

## **Commitment and Level of Involvement**

Volunteers must carefully consider the time commitment to create a balance between volunteering and their personal lives. Please understand that paid staff are legally responsible for the overall management and operation of the school and its programs. Volunteers support the school and its programs.

## **Signing In & Out and Identification**

In order to maintain a safe learning and work environment, every person in the building must be identified. Always sign in and out at the main office each time you visit. Approved volunteers are required to wear their district-issued volunteer badge (sticker) at all times while volunteering. These badges will be available in the main office when signing in.

## **Field Trips**

Parents are encouraged to go on field trips with their child. If a parent plans on attending any field trips they must first be cleared as a volunteer.

## **Discipline**

Volunteers may not discipline students. Such matters are to be reported to the appropriate supervising staff member. If issues do arise regarding student behavior, please let school staff know so they can respond appropriately.

## **Professionalism**

Volunteers are expected to represent themselves as a good role model for students. This includes dressing in appropriate attire and using kind and positive words. Volunteers are held to the same standards of professionalism as district employees.

## **Confidentiality**

FERPA (Family Educational Rights & Privacy Act) protects the privacy rights of students' educational information and specifies who has access to that information. This includes discipline reports, attendance records, test scores, written student statements, grades, transcripts, meeting notes, special education records, etc. Volunteers do not have access to this information. Volunteers should understand that any academic or personal information they learn about a student within the school is only to be discussed with the appropriate teacher or staff member.

Unless otherwise specified, all outside of school communication with students and parents should be handled by the teacher or school staff. Volunteers are not to exchange phone numbers, home addresses, email addresses, social media accounts, or any other communication information with students.

Volunteers should discuss any concerns relating to student welfare and/or safety immediately with the teacher, school staff or administration.

## **Pictures and Filming of Students**

Parent/Guardian approval is required before pictures of students may be taken or used. Volunteers are not permitted to photograph or record students. Please do not share pictures or videos of JPS students or staff on your personal social media accounts. (Facebook, Twitter, etc.)

## District Responsibilities

***Jackson Public Schools is dedicated to making your volunteer experience a positive and enjoyable one. We will work to accomplish this goal in the following ways:***

- We will encourage volunteer participation from all cultures and languages.
- We will treat you with respect and courtesy.
- We will do our best to keep you informed of school needs.
- We will strive to put you in positions that best use your knowledge and skills to ensure success for both you and our students.
- You will be covered under JPS's liability policy, but the District will not provide any type of health insurance to cover illness or accident incurred while volunteering, nor will you be eligible for Workers' Compensation.
- School Administration will set guidelines for volunteers working in the school, develop a positive working relationship with volunteers, and encourage staff members to utilize volunteer help.
- We will ensure you have access to one of our Parent Liaisons or a staff member to help guide you through the volunteer application process and to answer any questions you may have.

## Volunteer Opportunities

***Jackson Public Schools encourages all parents, family and community members to become involved in their children's education. We rely on volunteers to manage and monitor special events, for assistance in the classroom, serving in the PTO and much more. We invite you to share your time and talents with our students. Parent and community participation is essential to making the best learning environment for your child and for our community.***

- |                                       |                                                  |
|---------------------------------------|--------------------------------------------------|
| • Book Fair                           | • Parent Involvement Committee                   |
| • Breakfast/Lunch Monitoring          | • Parent Network Member (JHS)                    |
| • Field Trip Chaperones               | • PAVE (Parkside Adult Volunteers for Education) |
| • Classroom Helpers                   | • Personal Item & Food Drive                     |
| • Dance Chaperones                    | • Picture Day                                    |
| • Design Displays and Bulletin Boards | • Popcorn                                        |
| • Family Fun Nights                   | • Powder Puff Football                           |
| • Field Day                           | • Recess Helpers                                 |
| • Graduation                          | • Safe Routes to School Walking Leader           |
| • Homecoming Float                    | • School Improvement Committee                   |
| • Library Helper                      | • Share your Knowledge                           |
| • Mentor a Student                    | • Teacher Appreciation Activities                |
| • Mileage Club                        | • Tutor for Math                                 |
| • Office Helper                       | • Tutor for Reading                              |

***Each building has their own unique needs. There may be other volunteer opportunities that are not listed. It is best to contact the school you're interested in serving, so they can match you with the perfect opportunity.***

## School Directory

### JPS Elementary Schools

|                          |                          |              |
|--------------------------|--------------------------|--------------|
| Cascades Elementary      | 1200 S. Wisner St. 49203 | 517-841-3900 |
| Dibble Elementary        | 3450 Kibby Rd. 49203     | 517-841-3970 |
| Hunt Elementary          | 1143 N. Brown St. 49202  | 517-841-2610 |
| JPS Montessori Center    | 820 Bennett St. 49202    | 517-841-3870 |
| John R. Lewis Elementary | 154 W. Clark St. 49203   | 517-841-2600 |
| Northeast Elementary     | 1024 Fleming Ave. 49202  | 517-841-2500 |
| Sharp Park Academy       | 766 Park Rd. 49203       | 517-841-2860 |

### JPS Middle Schools

|                            |                       |              |
|----------------------------|-----------------------|--------------|
| Fourth St. Learning Center | 2400 Fourth St. 49203 | 517-841-2300 |
| Middle School at Parkside  | 2400 Fourth St. 49203 | 517-841-2300 |

### JPS High Schools

|                     |                         |              |
|---------------------|-------------------------|--------------|
| Jackson High School | 544 Wildwood Ave. 49201 | 517-841-3700 |
| Jackson Pathways    | 544 Wildwood Ave. 49201 | 517-841-3729 |

### Virtual Learning

|                                       |                             |              |
|---------------------------------------|-----------------------------|--------------|
| South Central Michigan Virtual (K-12) | 1060 Jackson Crossing 49202 | 517-841-2820 |
|---------------------------------------|-----------------------------|--------------|

## **FAQ's**

### **Who can volunteer?**

Parents, guardians, grandparents, aunts, uncles, family friends, community members, and any other responsible adult can volunteer once they have been approved through the Volunteer Application Process.

### **Who needs to complete a Volunteer Application and Criminal History Check?**

Any volunteer who works with or has access to students shall be screened through the internet sites for the Sex Offenders Registry (SOR) list and the Internet Criminal History Access Tool (ICHAT) criminal history records check prior to being allowed to participate in any activity or program.

### **What if I completed a background check in another school district?**

You are still required to complete a background check with Jackson Public Schools.

### **Do I need to go through the Volunteer Application Process for each JPS school at which I would like to volunteer?**

No, you only need to complete one application and criminal background check per school year. Please list all of the JPS schools where you would like to volunteer on your application.

### **Is fingerprinting required to volunteer?**

No, the Volunteer Application Process does not require fingerprinting.

### **Does my criminal history background check expire?**

Yes, the IChat expires every year on June 30th. Every volunteer is required to complete a new criminal history background check every school year.

### **What if I decline to give information requested on the Volunteer Application?**

A complete application is required for processing. If you choose not to provide the required information, your volunteer request will be denied.

### **Do minors need to complete a criminal background check?**

It is recommended that volunteers be at least 18 years of age, however, enrolled JPS or SCMV students may volunteer for JPS without a background check.

### **How long does the application process take?**

Please allow 5-10 business days for processing.

### **Who should I contact if I have questions about the Volunteer Application Process?**

Questions about the Volunteer Application Process can be answered by contacting the school at which you would like to volunteer or by contacting one of the JPS Parent Liaisons.

Erin Slater, Elementary Parent Liaison, 517-841-2489, [Erin.Slater@jpsk12.org](mailto:Erin.Slater@jpsk12.org)

Kristy Dillon, Parkside Parent Liaison, 517-841-2278, [Kristy.Dillon@jpsk12.org](mailto:Kristy.Dillon@jpsk12.org)

Terri Reynolds, High School Parent Liaison, 517-841-3840, [Terri.Reynolds@jpsk12.org](mailto:Terri.Reynolds@jpsk12.org)

### **Do I need to put my race on the application for it to be processed?**

Yes, It is an identifying factor used on the Internet Criminal History Access Tool (ICHAT) criminal history records check. We do not use this information as a determining factor in approving your application. We are not able to process applications that do not include this information, and here is why:

- 1) The employment anti-discrimination requirements of the Federal Equal Employment Opportunity Law and Title VII of the Civil Rights Act pertain to employees—not volunteers. The Supreme Court has held that unless a volunteer opportunity has “significant remuneration” the EEO requirements do not cover volunteers. Thus it is OK to ask this question on a volunteer application. However, the district does value racial diversity and we are committed to engaging volunteers from all racial backgrounds.
- 2) Additionally, even as a paid school employee, the Federal Equal Employment Opportunity Laws and state Civil Rights law provide for a very narrowly tailored exception that allows schools to ask for race on an application. The Michigan School Safety legislation passed in 2005 requires a background check on all employees. In order for the Michigan State Police to conduct this search, all information asked on the Internet Criminal History Access Tool (ICHAT) application, including race, must be provided to have a proper background check.

### **What would prevent me from being able to volunteer**

- 1) If the applicant provides false information or does not disclose prior convictions, they will be automatically denied. No matter how long ago the conviction(s) took place, please be honest on the application.
- 2) If the applicant is convicted of crimes listed in Section 2 of the Sex Offenders Register Act, M.C.A.A. 28-722, they can not volunteer in the district. No volunteer denial appeals are accepted for these crimes.
- 3) If the applicant has been convicted of a felony or an enumerated misdemeanor requiring disclosure according to the School Safety Legislation, they can not volunteer in the district. See Board Policy on page 13.
- 4) If the applicant has been previously denied from volunteering at another JPS school.

### **What happens if I am not approved to volunteer with Jackson Public Schools?**

A letter will be sent to the address that was provided on the application notifying you of the denial. If you have questions or believe that there may be an error in your record, you will have the opportunity to appeal the denial. Instructions for the appeal process will be included in the letter. See Board Policy on page 13.

|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | 2000 Program                 |
| Title        | PARENT AND FAMILY ENGAGEMENT |
| Code         | po2112                       |
| Status       | Active                       |
| Adopted      | July 13, 2015                |
| Last Revised | December 10, 2018            |

## **2112 - PARENT AND FAMILY ENGAGEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

### **A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; <sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; <sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. <sup>2</sup>

### **B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; <sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;

4. communicating with families in a format and language that is understandable, to the extent practicable; <sup>1,2</sup>
  5. providing information and involving families in monitoring student progress; <sup>2</sup>
  6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>1,2</sup>
  7. preparing families to be involved in meaningful discussions and meetings with school staff. <sup>1,2</sup>
- C. Volunteer Opportunities
1. providing volunteer opportunities for families to support their children's school activities; <sup>2</sup>
  2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. <sup>2</sup>
- D. Learning at Home
1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; <sup>1,2</sup>
  2. working with families to establish learning goals and help their children accomplish these goals;
  3. helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1</sup>
- E. Engaging Families in Decision Making and Advocacy
1. engaging families as partners in the process of school review and continuous improvement planning; <sup>2</sup>
  2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families. <sup>1,2</sup>
- F. Collaborating with the Community
1. building constructive partnerships and connecting families with community-based programs and other community resources; <sup>1,2</sup>
  2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. <sup>1,2</sup>

## Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

<sup>1</sup>Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>2</sup>Indicates Title I Section 1118 parent involvement requirements

|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 3000 Professional Staff |
| Title   | VOLUNTEERS              |
| Code    | po3120.09               |
| Status  | Active                  |
| Adopted | July 13, 2015           |

### 3120.09 - **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

To protect the district and its students, any volunteer who works with or has access to students shall be screened through the internet sites for the Sex Offenders Registry (SOR) list and the Internet Criminal History Access Tool (ICHAT) criminal history records check prior to being allowed to participate in any activity or program.

Individuals convicted of crimes listed in Section 2 of the Sex Offender Register Act, M.C.A.A. 28.722 and individuals convicted of a felony or an enumerated misdemeanor requiring disclosure according to the School Safety Legislation can not volunteer in the District.

Individuals convicted of other non enumerated felonies are offered an opportunity to appeal denial to a five member ad hoc committee consisting of 1) the Superintendent, 2) the Human Resources Director, 3) a Board Member and 4) two community members. The decision of the ad hoc committee is final. If the decision of the ad hoc committee is favorable, the Superintendent and/or his designee will give written approval.

The Superintendent or his/her designee has discretionary authority to accept or deny the use of volunteers based on the results of the criminal history checks. In making the determination regarding whether an individual may volunteer within the District the ad hoc committee will consider the following factors:

- A. the nature of the offense does relate or is related to children, sex, drugs, or violence, etc.;
- B. how long ago did the incident occur;
- C. were there repeated incidents;
- D. nature of assignment in District (access to children, role model, etc.); and
- E. whether any treatment or other rehabilitation has occurred.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.



## Volunteer Application

Please turn in the completed **Volunteer Application, ICHAT form and a copy of your State issued ID** to the school office or at the JPS Administration Building, 522 Wildwood Ave., Jackson, MI 49201

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please choose the school(s) where you would like to volunteer:

### JPS Elementary Schools

- ☐ Cascades Elementary
- ☐ Dibble Elementary
- ☐ Hunt Elementary
- ☐ JPS Montessori Center
- ☐ John R. Lewis Elementary
- ☐ Northeast Elementary
- ☐ Sharp Park Academy

### JPS Middle Schools

- ☐ Fourth Street Learning Center
- ☐ Middle School at Parkside

### Virtual Learning

- ☐ South Central Michigan Virtual

### JPS High Schools

- ☐ Jackson High School
- ☐ Jackson Pathways

For more information, please contact:

Erin Slater  
Elementary Parent Liaison  
517-841-2489  
Erin.Slater@jpsk12.org

Kristy Dillon  
Parkside Parent Liaison  
517-841-2278  
Kristy.Dillon@jpsk12.org

Terri Reynolds  
High School Parent Liaison  
517-841-3840  
Terri.Reynolds@jpsk12.org



Jackson Public Schools  
Human Resources  
522 Wildwood Avenue  
Jackson, Michigan 49201  
Ph: 517-841-2155      Fx: 517-768-5193

## MEMO – ICHAT

Date: August 2019 (Revised)  
From: Jackson Public Schools, Human Resources  
To: Volunteers

“School Safety” legislation mandates you complete this form and submit PRIOR TO volunteering in any JPS school. Please hand in your ICHAT form with a copy of your driver’s license to your school office a week in advance.

By signing, you acknowledge:

- You will abide by all Board policies and District guidelines.
- Volunteers are covered under JPS’s liability policy, but the District will not provide any type of health insurance to cover illness or accident incurred while volunteering, nor will you be eligible for Workers’ Compensation.
- Signing this form releases the District of any obligation should you become ill or injured as a result of volunteering.
- There are crimes that may prohibit you from volunteering. (You will be notified in writing only if you are not approved.)

Michigan State Police Department’s ICHAT (Internet Criminal History Access Tool)

**Please complete the information below and return to Human Resources with a copy of your state issued ID.**

**\*\*There is no cost to you for this service.\*\***

Date: \_\_\_\_\_ School where you are volunteering: \_\_\_\_\_

School Activity: \_\_\_\_\_ Teacher’s name: \_\_\_\_\_

### **Applicant Information** \*Must present or send a copy of picture ID \*

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

I represent that (check what applies):

\_\_\_\_ 1. I have NOT been convicted (found guilty by a judge or jury or pled guilty or no contest) of any misdemeanors or felonies.

\_\_\_\_ 2. I have been convicted (found guilty by a judge or jury or pled guilty or no contest) of the following misdemeanors and/or felonies:

1. \_\_\_\_\_

2. \_\_\_\_\_

*(Attach separate sheet of paper if necessary)*

I understand and agree that I will not interact directly with any students until this form has been completed, submitted and I have been approved by the Jackson Public School Administration.

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

