

Jefferson City Public Schools

VOLUNTEER SERVICES

A strong volunteer program is a vital component of the Jefferson City Public Schools, and the District understands that volunteers are important to the success of our students. The District encourages and appreciates the involvement of community members and families. As the safety and welfare of students is of primary importance, the Jefferson City Public Schools requires all employees, volunteers, mentors and other individuals working with or around students to undergo a review process which may include submission of a written declaration, a criminal background check, and/or a check of the Child Abuse or Neglect Registry.

WRITTEN AFFIRMATION REQUIRED

Family members and volunteers serving in a school building or a classroom on a regular basis in a District supervised setting must annually complete and return an affirmation indicating whether they have been convicted of or pled guilty to a criminal act, other than a routine traffic violation. This affirmation must be submitted to the building administrator once annually prior to serving in a school building. A conviction or guilty plea may result in a denial of volunteer opportunities. Likewise, a false or misleading response to the annual affirmation may result in a denial of volunteer opportunities.

In addition, family members and volunteers working in a capacity where there is no unsupervised access to students and such service is anticipated to be on a one time or a sporadic basis must annually complete and return the aforementioned affirmation to the activity/program coordinator or building administrator, i.e. working at a book fair, volunteering for career day, assisting with a fundraiser, etc.

BACKGROUND AND REGISTRY CHECK REQUIRED

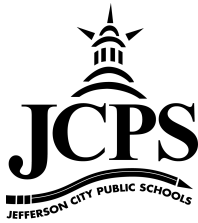
Individuals serving in the District's mentor program, serving as volunteer coaches, acting as chaperones, and/or working with students in an unsupervised capacity on school grounds, off of school property, or after school shall submit to a periodic criminal background check and a check of the Child Abuse or Neglect Registry prior to serving in such capacity.

Chaperones who participate in field trips, off campus competitions and events, and/or overnight activities must submit to a periodic criminal background check and a check of the Child Abuse or Neglect Registry prior to serving in such capacity.

GENERAL

Unforeseeable situations may arise which necessitate departure from the foregoing procedures. Should this occur, the building administrator must exercise his/her professional judgment in determining whether to permit a volunteer to serve. In such situations, the volunteer should, at a minimum, submit a written affirmation prior to or at the time services are provided. These written affirmations should be submitted to the activity/program coordinator who will, in turn, return the affirmation to the appropriate building administrator. The building administrator can then maintain a list of approved individuals.

Completed background check forms should also be returned to the activity/program coordinator who will return the forms to the building administrator. The building administrator will, in turn, forward the completed forms to the Human Resources office for processing. Once the results are received by the Human Resources office, a list of individuals approved for services will be forwarded to the building administrator. The District will pay the fee required for processing the background checks.



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ANNUAL VOLUNTEER AFFIRMATION

Volunteers serving in a school building or a classroom on a regular basis in a supervised setting must annually complete and return an affirmation indicating whether they have been arrested for, convicted of, or pled guilty to a criminal act, other than a routine traffic violation. This affirmation must be submitted prior to serving in a school building. Further, volunteers working in a capacity where there is no unsupervised access to students and such service is anticipated to be on a one time or a sporadic basis must annually complete and return such affirmation. A conviction or guilty plea may result in a denial of volunteer opportunities. Likewise, a false or misleading response to the annual affirmation may result in a denial of volunteer opportunities.

I, _____, hereby certify, affirm and represent that I have not been convicted of, or pled guilty to, a criminal act, other than a routine traffic violation.

If you have been convicted of, or pled guilty to, a criminal act, other than a routine traffic violation, please explain:

I hereby declare under penalty of perjury and under the laws of the State of Missouri, that all statements contained herein are true and correct, and with full knowledge that all statements made herein are subject to investigation.

Printed Name

Signature

Date

Building/Program with which you are volunteering:
