JCSD Decision Making Matrix for Volunteer Background Checks (903.2E1)

Volunteer Categories	Volunteer Roles	Public Sex Offender Database Check Required (Raptor)	Criminal History Background Check Required
Classroom Support: Volunteer is working in the classroom, school or other area under the <u>direct supervision</u> of the teacher or administrator. Volunteer/s should <u>NOT assist students alone</u> (i.e. restroom).	Academic and Music Ceremonies/Events School Assemblies (in audience) Classroom Presenter, Speaker, Reader Beginning/End of School Day Helper	YES	NO
Individual Student Support: Volunteer is working with students, yet <u>not under the direct supervision</u> of the teacher or administrator. Volunteer/s should <u>NOT assist</u> students using the restroom.	Classroom Volunteer Reading with Students in the Hall/Outside Classroom Testing and Training Support, Help with Lunch, Recess, Media Center, School Pictures Band/Choral Volunteer or Helper Youth Community Ed, Athletic Coaches Activity Advisors (i.e clubs - mock trial, TSA, running club) Community Ed Programs and Adult Classes(i.e. book fairs)	YES	YES
Supporting/Assisting with School Events: Volunteer is assisting and/or working with students in <u>a public community or school event.</u>	**During the school day/school hours:** Field Trip Volunteer/Helper Track and Field Day, School Picnics Classroom and School Parties/Events PTO Volunteer	YES	NO
	Outside the school day/school hours: Athletic Events and Concession Stand, Dance Chaperones Community Ed. Special events (i.e. Sundae in the Park, Makers Day, Fall Festival, Eggstravaganza)	NO	NO
Overnight Field Trips: Volunteer is assisting and or supervising students during an <u>overnight trip</u> off school grounds. Volunteer should <u>NOT assist students alone</u> (with another volunteer may be acceptable).	Overnight School Trips – Athletic, Classroom, Clubs, Activities	YES	YES

- **Please note, the absence of any role and/or position on the list above does not mean they are exempt from this process. Rather the proper background check required will be determined by the Director of Human Resources in collaboration with the Principal/Director.**

Updated: October 9, 2023