

**District:** Tupelo Public School District  
**Section:** K - General Public Relations  
**Policy Code:** KJA - School Volunteers Policy

## **SCHOOL VOLUNTEERS POLICY**

- 1. The Board recognizes the benefit to students when community members volunteer their time and talents in District schools, and therefore approves the use of volunteers to support the instructional programs and extracurricular activities.*
2. Teachers and principals are primarily responsible for the safety of students. Because student safety is of utmost concern, the goal of this Board policy is to preclude certain individuals from access to students. A criminal background check (State of Mississippi Child Abuse Registry check and a criminal records background check via finger print card) is the best way to accomplish this goal. The District will conduct a criminal background check on all persons volunteering in positions where they will be left alone with a child. The superintendent or designee shall identify the volunteer positions in the District that require a criminal background check.
- 3. The District, through its administration, has the right to determine who may volunteer in District schools; no person has a right to volunteer in a District school.*
- 4. The Board authorizes the superintendent to establish administrative procedures consistent with and in furtherance of this policy.*

[KJA Authorization for Criminal Background Checks.pdf](#)

## **ADMINISTRATIVE PROCEDURES**

### **VOLUNTEER BACKGROUND CHECK PROCEDURES**

1. The following list is established to serve only as an example of some of the positions where background checks are necessary, or not. As other examples arise in buildings, principals and designees are asked to keep the language and the stated goal of the policy in mind as a determination is made as to whether a particular volunteer needs to have a background check.
2. Volunteers who are required to have background checks include, but are not limited to:
  - Persons who come in to the school to help with reading, or other tasks that would potentially allow them to be alone with a student.
  - Persons, volunteers and chaperones who go on school field trips.

3. Examples of persons who are not required to have background checks:

- Persons bringing birthday cakes to their child's class
- Individuals who help build sets for Wave Connection/drama class/etc. (students should be under the supervision of the teacher)
- Parents/adults who volunteer to work at fall festivals
- Those working at the concession stands at athletic contests
- Parents/adults who transport students to school activities for whom permission releases have been executed by parents of all students riding with them (Policy EEAG Student Transportation in Private Vehicles)

4. Volunteers will submit to one initial criminal background check. The District reserves the right to require any person to submit to additional criminal background checks or to rerun background checks at any time based on a reasonable suspicion of change to the individual's status. The District may decline to utilize the services of volunteers who refuse to participate. The following information will be distributed to parents at registration at the beginning of school and to the community by multiple media sources such as district and school websites.

5. The background check procedure for volunteers is as follows:

1. Volunteer completes KJA Exhibit (found on school website or hard copy at any school office) Authorization for Criminal Background Check.
2. The volunteer presents social security card and driver's license/state issued ID card to designated TPSD employee in the Activities/Athletics Department located at the Fillmore Center. The employee will make copies of the cards for the application.
3. Background check hours are 11:00 a.m. – 2:00 p.m. on Wednesdays and Thursdays and by appointment for those who cannot come during regular hours.
4. The volunteer pays the designated TPSD employee the fees for FBI background check and Registry for Child Abuse check (employee will receipt and deposit funds according to TPSD guidelines). A database will be kept with the names of volunteers who have applied.
5. A TPSD employee will complete the fingerprinting of the volunteer, and then the employee will send the packet to Human

Resources (HR) for mailing.

6. HR will mail the packet to *the* MDE approved vendor. (Usually takes 4-6 weeks for processing.)
7. HR sends results to superintendent's designee who then notifies volunteer and schools of eligibility status of volunteer. The volunteer database will be updated as reports come back to the District and will reflect eligibility status.