



BOARD POLICY ON VOLUNTEER SCREENING & BACKGROUND CHECKS

John Adams Academies' charter schools ("JAA") values parent, guardian, and family member involvement and understands the meaningful role parents, guardians, and family members can provide to ensure the success of the school and the development of its scholars. Volunteer participation by family members is crucial to the success of the Academy, a school of choice.

We endeavor to provide opportunities for parents, legal guardians, and adult family members to become actively involved at JAA by serving as a volunteer. Volunteering is not required or mandated at the Academy. JAA invites all parents and guardians to volunteer 40 hours per year at the Academy. We greatly value any support volunteers may offer.

Parents, legal guardians, and adult family members who wish to volunteer at JAA or who have questions regarding volunteer opportunities, please contact the front desk at your campus.

Although parental involvement is encouraged and can support the success of the scholar and the school, parents of all applicants and enrolled scholars should be aware that parental involvement is not a requirement for acceptance to, or continued enrollment at JAA.

Visitor and Volunteer Requirements

All visitors to a JAA campus, including volunteers, must check-in and check-out with the front desk each day they visit a campus and obtain the appropriate identification badge. JAA invites all parents to complete the fingerprinting and Live Scan background clearance, and screens volunteers for the protection of scholars.

All volunteers, unless under the direct supervision of an employee and who will only volunteer for 16 hours per month and/or 32 hours per year at most, must submit to a criminal background check. The purpose of a criminal background check is to determine whether a potential volunteer has prior misdemeanors or felonies that would prevent them from volunteering to work with scholars. Not everyone with an offense on their record is excluded from volunteering. Each situation is handled confidentially

on a case-by-case basis, and in accordance with this policy and the law. A visitor who has not undergone fingerprinting and Live Scan background clearance for the school may only visit the campus or volunteer in a setting with scholars while under the direct supervision of an employee.

Individuals undergoing background clearance for the Academy are disqualified from serving as JAA volunteers on campus or anywhere scholars are present if they have been convicted of a violent or serious felony under Sections 667.5 or 1192.7 of the Penal Code, a sex offense under Section 44010 of the Education Code, a controlled substance offense under Section 44011 of the Education Code, any sex-related crime, any crime against a minor, or a felony that occurred within the last five years not falling in the above descriptions. Individuals convicted of a felony that occurred longer than five years ago must receive Principal approval prior to volunteering. Live Scan results are confidential and reviewed only by authorized JAA employees. JAA shall not divulge or share criminal record history information, including responses that no criminal record history exists, other than to authorized employees or to those expressly authorized by law.

Additionally, JAA shall perform a Megan's Law check on all volunteers and will disqualify any individual who is a registered sex offender under Section 290 of the Penal Code. All volunteers who work on campus during school hours and have frequent or prolonged contact with scholars will also be required to comply with current tuberculosis testing requirements.

JAA has absolute discretion to approve, reject, and reassign volunteers for any reason.

Special Requirements for Volunteer Drivers

Volunteers who have been convicted of a criminal or serious moving violation, including a DUI or reckless endangerment, *etc.*, may not provide any school-related scholar transportation, for at least ten years from the latest violation.

All field trip drivers and chaperones (or anyone going on or meeting up during the field trip), prior to the field trip, must be fingerprinted and have the appropriate levels of insurance, as determined by our liability insurance coverage, which is Board approved. Parents or guardians only driving their own scholar must also have fingerprint clearance prior to the field trip. Siblings will not be allowed to accompany scholars or chaperones on Academy-sponsored field trips. We ask that fingerprint clearance and all such documentation be completed by October 1st of each year.

JAA does not compensate volunteers for providing school-related scholar transportation (including any reimbursement for gas mileage), unless compensation is approved in writing by the Principal or Superintendent and, as of July 1, 2025, the requirements of Sections 39875 *et seq* and 49406 of the Education Code are met.

All drivers must comply with the State of California traffic safety laws regarding the transportation of children. Car seats/booster seats must be used for the transportation of all scholars who are covered by current California Car Seat Safety Law. There must also be a seat belt for each scholar.

Volunteer Guidelines

All volunteers must wear identification, which shall be provided by JAA staff, before beginning any on campus volunteer activity or entering a classroom.

Volunteers who regularly volunteer for a specific program (*e.g.*, in a classroom, as a coach, Patriot Patrol, *etc.*) should sign a volunteer agreement.

JAA requests that volunteers be respectful of classroom activities and the privacy of faculty and staff when volunteering. Volunteers may not engage a teacher in personal matters or matters related to the volunteer's child; instead, schedule regular parent-teacher conferences throughout the year.

All volunteers are expected to maintain confidentiality while volunteering at the school. ***All things that are seen and heard at JAA concerning employees or children and their families are considered confidential and privileged information.***

Scholars might share confidential information with a volunteer, and/or a volunteer may receive confidential scholar information by virtue of their volunteer role. All scholar information should be protected and may not be shared outside of school. Sharing scholar information with others outside of school, or with those at school other than the volunteer's supervisor or other appropriate school personnel, may be a violation of the law. Volunteers should not make a promise to a scholar that the volunteer will keep confidential any information they share with the volunteer. In addition, there are certain things volunteers are required by law to immediately tell the appropriate school official or authority, including:

1. If a scholar confides that he or she is the victim of sexual, emotional, chemical or physical abuse.
2. If a scholar confides that he or she is involved in any illegal activity.
3. If a scholar confides that he or she is considering homicide or suicide.

Volunteers should remember that scholar confidential information can be extremely personal and capable of damaging lives. Scholar confidential information may only be shared directly with the volunteer's supervisor or school administrator. Questions may be directed to a school administrator. Any scholar needs communicated to a volunteer should be referred to the appropriate staff person. Volunteers may also be asked by JAA to complete training in child abuse and neglect identification and reporting. Volunteers who have direct contact with or supervision of children for more than 16 hours per month or 32 hours per year are required to complete child abuse and neglect identification and reporting.

Discipline of scholars is solely the responsibility of the teacher in charge. Volunteers should under no circumstances discipline scholars. Should scholars engage in behavior that is not in accord with JAA requirements in a volunteer's presence, the volunteer should report this immediately to the teacher in charge.