

St. Johns County School District Volunteer Approval Process

1. Each person who wishes to volunteer at any school in St. Johns County must complete and submit an online ST. JOHNS COUNTY SCHOOLS VOLUNTEER APPLICATION FORM. The minimal information for each applicant must include the person's legal first, middle and last name, date of birth, social security number and school/s where the applicant is wishing to volunteer. The School Volunteer Coordinator or designee from the chosen school/s then submits the applicant's information electronically for a background check by the St. Johns County Sheriff's Office.
 - A. If an applicant's name shows "Pass," the applicant has been cleared to volunteer.
 - B. If an applicant's name shows "Maybe or "Fail" the information is electronically sent to the St. Johns County Sheriff's Office for review.
2. Personnel in the Sheriff's Office manually conduct background checks for each application that has been prevented clearance electronically.
3. The Sheriff's Office returns the volunteer applications with data to the Volunteer Services Department, St. Johns County School District.
 - A. Applications that show no arrest record are processed by the St. Johns County School District Volunteer Services Department through the KeepnTrack program, and the applicant is approved to volunteer.
 - B. Applications with arrest records from the St. Johns County Sheriff's Office are evaluated through protocol set by the St. Johns County School District Volunteer Review Committee.
4. The Volunteer Review Committee determines if a volunteer applicant is cleared to volunteer, based on information returned from the Sheriff's office.
 - A. If an applicant is granted clearance by the Volunteer Review Committee, the information will be changed in the KeepnTrack program by personnel in the Volunteer Services Office.
 - B. If the volunteer applicant is unable to volunteer based upon the results of the background check and the review, he/she will receive a packet from the St. Johns County School District Chief of Community Relations. This information will be made available for review by the School Principal. Prevention of checking into a school for volunteer purposes will continue, and the district Volunteer Services Department will note "DENIAL" on the applicant's file in the KeepnTrack program. The status of a denied volunteer does not change, unless the Volunteer Review Committee overturns the decision based upon the applicant's appeal.

5. Appeal Process
 - A. The volunteer applicant may contact the School District Chief of Community Relations in writing with additional data that can be presented to the Volunteer Review Committee.
 - B. The Volunteer Review Committee will examine the additional data and make a second determination.
 - C. The second determination will be sent to the volunteer applicant by the Chief of Community Relations, with copies sent to the School Principal and District Volunteer Coordinator. Status of the volunteer will be changed in the KeepnTrack program.
6. Upon receipt of the second determination the applicant may appeal to the St. Johns County School District Superintendent.
7. School volunteer background checks are valid for three years. If a person wishes to volunteer after that time he/she must update the current application, and it will be submitted for new background checks.
8. Volunteers are checked against the registration information regarding sexual offenders through the KeepnTrack program. Verification of a volunteer on this registry results in automatic denial from any volunteer activities through the St. Johns County School District.
9. If a volunteer is arrested or has a criminal charge/s filed against her/him while in volunteer service with the school district, it is required that the volunteer report this change to the School Principal right away. At that time, the volunteer's status will be reviewed pursuant to #4 above. Any knowledge by school district personnel or the School Volunteer Coordinator of an arrest or filing of criminal charges shall be reported to the School Principal. The Principal is then to notify the School District Volunteer Services Coordinator. A status review will then take place pursuant to #4 above.

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