

## HARDEE COUNTY SCHOOL DISTRICT

### Check List for Volunteers Compliance of the Jessica Lunsford Act

The following items are provided to assist volunteers in complying with the Jessica Lunsford Act that was enacted into law on September 1, 2005 and with Florida Statute 943.04351. Any questions or concerns can be discussed by contacting the Human Resource Office at: (863)773-9058.

- Each volunteer is to report to the school in which they will be volunteering. The prospective volunteer must fill out the Volunteer Registration form, as well as, provide a valid driver's license to be utilized as photo identification. Prospective volunteers should fill out the registration form in advance. This allows for processing before the day you plan to be on school grounds.
- Each volunteer must provide any and all information regarding criminal history at the time of registration. Non-disclosure of prior arrests, charges, and resolutions are considered a criminal offense and can be prosecuted. Falsification or omission may constitute grounds for immediate disqualification.
- The Human Resource Office will notify the school when clearance has been determined from conducting a search on the National Sexual Offender Public Website and the FDLE Sexual Offender/Predator Website.
- In the event, of any revealing offenses as a result of a search conducted on the NSOPW or the FDLE sexual offender/predator database will result in the immediate disqualification of the volunteer's acceptance and he/she will NOT be allowed to be on school grounds.
- Any information given on the *Volunteer Registration* form that is questionable will be forwarded to the Director of Human Resources. The director will determine when the Administrative Review Panel is to convene. The Panel will review the charges and will contact the prospective volunteer and the principal once a decision has been rendered.
- Prospective Volunteers should NOT work with children or be allowed beyond the main office of the school in which they plan to volunteer until clearance has been determined.
- The school district reserves the right to request certified court documents regarding any arrests to confirm the status of the crime/conviction items such as: the level of the charge, resolution of the charge and conditions imposed upon the employee as a result of the charge.
- Volunteers are to report to the school's Main Office to sign in and receive a temporary ID or pass that permits him/her to assist with school activities. IDs or passes must be visible and worn at all times. At the end of the day, the volunteer is to sign back out through the Main Office and turn in the Id badge or pass.