

**SERIES 300
INSTRUCTION**

Administrative Rule 353.1

SCHOOL VOLUNTEER APPROVAL PROCEDURE

School Board policy requires that all volunteers complete a National and/or State Criminal History Background Check.

Volunteers are defined as adults who consistently and routinely volunteer in the schools for educational purposes and have access to confidential student information and/or unsupervised contact with students.

The following procedure outlines the steps required for the volunteer approval process:

1. The volunteer should complete the volunteer application online. The application can be found on the district website.
2. Upon completion of the online form, the District Administrator will conduct a confidential national and/or state criminal background check.
3. Upon completion of the background check, the District Administrator will contact the individual to inform them of the results of the background check if something appears on the background check that was not disclosed or causes concern.
4. The District Administrator will issue a notice in the form of a letter to individuals who have not successfully completed the background check.
5. A list of approved volunteers will be available to each principal and building secretary. Volunteer badges will be available at the schools for individuals that have undergone a successful background check.
6. Badges will be located at each building and will be issued on a daily basis when volunteers check in and must be returned upon checking out at the building.
7. It is the responsibility of school staff facilitating the volunteer activities to make sure that the volunteers have been screened prior to performing their duties. This can be done by verifying approval with the principal and/or building secretary to ensure that the individual's name is included on the list.
8. Volunteers who have not completed a successful background check shall not be provided unsupervised access to students or confidential student information and will not be permitted to serve as a chaperone on a school-sponsored trip, including field trips.
9. School administrators retain the authority to approve all school volunteers and the tasks they perform in the schools.

Cross Reference: 353.1 School Volunteers
Administrative Exhibit 353.1 School Volunteer Application

Date of Adoption: November 16, 2011

Dates of Revision: November 19, 2014
January 10, 2018