

Background Search of Volunteers

The following process will be utilized in conducting background searches on volunteers:

1. Throughout the school year, all prospective volunteers shall complete designated consent forms, advising the building administrator and/or Volunteer Office that they wish to volunteer at a school. This must be done before any person can begin to volunteer in one of the District's schools.
2. Once the prospective volunteer has completed and signed the consent forms, the prospective volunteer must turn the form into the Volunteer Office for processing.
3. Employees in the Volunteer Office will conduct a records search on all volunteers who wish to work in schools and directly with students.
4. If the records search does not reveal anything that could prevent the volunteer from working in a school, an employee from the Volunteer Office will contact the building principal and advise that the volunteer has passed the background check. The Volunteer Office will also tell the principals which applicants did not pass the background check so that the principals will know that such individuals are not to volunteer in District schools until further notice.
5. If the background check reveals information which may keep an individual from being accepted as a volunteer according to policy F-01, the Volunteer Office will then notify the volunteer and the schools where they wish to volunteer by letter that the person is not eligible to volunteer in the district schools. If any volunteer is not eligible to volunteer and believes an error has been made, proof can be sent to the background search company for review to correct or confirm the record results. If any individual provides information to the record search company to prove any incorrect results, the Volunteer Office can change the status to clear the volunteer.
6. Background searches are run annually on volunteers by academic year. Background searches will be run after June 1 of each school year to ensure that all volunteer information is current.

Cross-Reference: Policy F-01