

## Volunteers

### **DEFINITION**

Volunteers are adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work. The District may utilize volunteers in supplementary instructional and noninstructional activities with pupils under the direction and supervision of the professional administrative and teaching staff. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

### **SUPERVISION**

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.<sup>1</sup>

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

### **RECORDS CHECK**

Individuals who wish to volunteer who will have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips shall submit to a state criminal records check from the Administrative Office of the Courts, a federal and state criminal history background check by the Federal Bureau of Investigation and the Department of Kentucky State Police, and must have a clear CA/N check. The fee for the AOC background check shall be paid by the District.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal/designee and the volunteer has undergone the required records check.

An adult who wishes to volunteer at a school or school-sponsored activity where he/she will have: (1) contact with students on a regularly scheduled or continuing basis; or (2) supervisory responsibility for children at a school site or on a school-sponsored trip, shall complete a background check application form, which will be used for the state-mandated background records check. Applications may be obtained and returned to the School or to the Washington County Board of Education Office (hereafter referred to as Central Office).

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### RECORDS CHECK (CONTINUED)

(School employees wishing to attend field trips with their child(ren) need to refer first to their employee background check policy.)

1. Youth Leader Request forms and payment shall be transmitted to the designated staff person at Central Office for electronic submission to the Administrative Office of the Courts. The processed records will be returned electronically through a secure website to Central Office. The volunteer may also receive a copy from the AOC if any activity is shown on their record. This does not serve as official notification from Central Office regarding volunteer status. Volunteer status is explained below in steps 4 through 5.
2. Pursuant to [KRS 160.380](#), the Superintendent/designee also may require volunteers to submit to a national criminal (fingerprint) history background check and to provide a clear CA/N check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.
3. After receipt of the processed records check from AOC, the District shall review the information provided based upon the following criteria:

An applicant who is a violent offender or who has been convicted of a sex crime as defined by [KRS 17.165](#) which is classified as a felony, or persons with a administrative finding of child abuse or neglect in records maintained by the Cabinet for Health and Family Services shall not be permitted to serve as volunteers.

Additionally, applicants with the following convictions shall not be authorized to volunteer:

- a. All sex-related offense convictions;
- b. All offense convictions of a criminal offense against a victim who is a minor;
- c. All felony offense convictions involving physical injury to persons or theft of, damage to, or destruction of property within seven (7) years from the date of the check;
- d. All alcohol violation convictions within two (2) years from date of check;
- e. All drug-related offense convictions within the four (4) years from the date of check;
- f. All deadly weapon-related offense convictions; and
- g. All misdemeanor violence convictions (i.e. assault, domestic violence, etc.) within four (4) years from the date of the check.

**Volunteers****RECORDS CHECK (CONTINUED)**

All violence (not identified above), theft related issues, or any other convictions which bear a relationship to a person's suitability to work with or supervise children shall be automatically referred to the Superintendent/designee and a determination of volunteer status will be made.

An applicant may be "Approved with Caution" by the Superintendent/designee. Applicants who are "Approved with Caution" can assist with a school project as long as they are not supervising students and are not handling money (concessions, ticket sales, etc.). When attending a field trip, volunteers "Approved with Caution" will only be allowed to chaperone their own child.

Applicants with the following convictions shall be "Approved with Caution":

- a. All convictions involving financial crimes (cold checks, shoplifting, embezzlement, identity theft, etc.) less than three (3) years old;
- b. All alcohol related violation convictions more than two (2) years old and less than five (5) years old\*; and
- c. All drug related offense convictions more than four (4) years old and less than seven (7) years old.

\*Those with alcohol related violation convictions less than two (2) years old and those with drug related offense convictions less than four (4) years old will be denied approval per this policy.

\*\* Those with alcohol related convictions more than five (5) years old and no additional convictions applicable to the criteria stated above may be deemed eligible for approved volunteer status.

\*\*\*Those with drug related violation convictions more than seven (7) years old and no additional violation convictions applicable to the criteria stated above may be removed from "Approved with Caution" status and deemed eligible for approved volunteer status.

Approval/non-approval status shall be determined in a timely manner not to exceed one (1) month from the date the report is electronically returned to Central Office.

Central Office shall notify the volunteer applicant in writing if s/he is "Denied Volunteer Status" or is "Approved with Caution". In addition, notification of volunteer status for each applicant shall be made available to all Principals.

4. An applicant who has questions regarding the status determination may contact Central Office for clarification.

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### APPLICABILITY

1. Volunteer status is approved or disapproved for the entire District, not an individual school. Potential volunteers need only submit one (1) application, even if they intend to volunteer at more than one (1) school or school-sponsored activity.
2. A background check application must be resubmitted and status reviewed every three (3) years. Each year that an individual desires to volunteer between background checks, the individual must execute an affidavit under oath which affirms that there have been no disqualifying convictions since the last check.
3. The Board reserves the right to resubmit background checks more frequently as deemed necessary by the District Review Committee.

### APPEAL

An applicant who has been denied volunteer status or determined to be “Approved with Caution” may submit a written appeal of the decision to the Superintendent. The Superintendent, in consultation with District and school administrators, a school resource officer or other law enforcement officer, and/or legal counsel, shall review the determination and respond in a timely manner. The Superintendent’s decision should be based on a determination of whether or not the specific conduct underlying a conviction renders the person unsuitable to be in contact with or supervise children and may be informed by other information about the person, including references from reputable members of the community or evidence of positive civic involvement.

### ORIENTATION

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

### MENTORS

The parent of a child in the District’s mentoring program shall not be eligible to serve as a mentor. Any volunteer serving as a mentor is limited to one (1) student per school site.

### REFERENCES:

<sup>1</sup>[KRS 161.148](#)  
[KRS 160.380](#); [KRS 161.044](#)

### RELATED POLICIES:

03.5; 08.113; 08.1131

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