Volunteer Criminal Background Check Policy

Revised May 2023

In an effort to keep our schools safe, all volunteers must complete a volunteer application form/criminal background check request and be approved as a volunteer prior to volunteering. Due to the state processing time, this form must be completed at least 4-6 weeks prior to the event in which the volunteer chooses to participate in.

Volunteer background checks are completed by Safe Visitor Solutions using the State of Indiana Police criminal records database and the sex offender database.

When evaluating criminal background checks, if the following charges appear on a volunteer background check, the volunteer will not be permitted to volunteer in our schools. Volunteer criminal background checks are evaluated on charges filed, not the disposition of the charges.

1. Felony charge within the last 10 years;
2. Drug charge (felony or misdemeanor) within the last 10 years;
3. Battery charge within the last 10 years;
4. Child abuse or neglect charge within the last 10 years;
5. Theft charge within the last 7 years (typically always a felony);
6. 2 or more DUIs or alcohol related charges within the last 5 years;
7. Any charge currently pending;
8. Any misrepresentation on the volunteer request;
9. Any other charge not mentioned above, but determined to be a risk to the students.

Volunteer criminal background checks are evaluated and are valid for 3 years. After 3 years volunteers will be required to complete a new volunteer request form and the status as a volunteer will be re-considered.

If a volunteer is not permitted to volunteer in our schools due to pending charges, at the time the pending charges are resolved, the volunteer's status will be re-evaluated.

For the students' safety, volunteers wishing to attend a field trip must ride with the students on the bus to the field trip site. Volunteers are not permitted to drive separately and join a group of students at the field trip site.

The following are a few examples, not an inclusive list, of when a volunteer criminal background is required.

Volunteer criminal background checks are required for:

- Attending or assisting with class parties
- Assisting school staff in the classroom or school building
- Any activity working with other students than your own

Volunteer criminal background checks are NOT required for:

- Attending Meet the Teacher Night, Muffins with Moms, Donuts with Dads
- Attending extra-curricular or other school sponsored events as a spectator
- Attending the school book fair
- Having lunch at the school building with your student