

Bell County Schools

Parent Volunteer Protocol and Procedures

I. Parent Liaisons and School Responsibilities:

Parent Liaisons are responsible for the administration and implementation of the parent volunteer program. Bell County High School shall appoint a representative to oversee their volunteer program.

II. District Responsibilities and Volunteer Definition:

The district is required by KRS 161.148 to arrange to pay for a state criminal records check on all volunteers who 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. — **Policy Reference 03.6**

III. Parent Liaisons shall adhere to the following time-line at the beginning of each school year.

- a. Promote and encourage parents to volunteer at their local school
- b. Collect the proper paper work needed to conduct the Administrative Court criminal record report
- c. Set up two required parent orientation meetings: The first during the first 20 days of school and a second by Oct 1st. Other orientation meetings can be held during this time frame at your discretion.
- d. This meeting will consist of the following agenda items:
 - Review of the school volunteer handbook
 - Pertinent policies and safety/emergency procedures
 - Description detailing responsibilities and expectations
 - Specific qualifications required to become a parent volunteer
 - Any other information the school feels is necessary for them to be successful
- e. Once a parent has attended one of the required orientation trainings, enter their information in the Administrative Office of the Courts system.
- f. Present an updated list to their principal by October 15th of each year and maintain that list during the school year.

IV. Parent volunteers must adhere to the following process

- a. Complete the required paper work needed for the criminal records check
- b. Attend an orientation meeting at the school before the October 1 deadline.
- c. Abide by all policies and procedures adopted by the school.
- d. Parent information on the criminal records check:
 - The records check is good for a 5 year period as long as they attend an annual orientation meeting.
 - If they allow their records check to expire due to failure of attending an orientation meeting during this 5 year period, they will have to pay for their own check if they decide to return.
 - The district/school reserves the right to complete another records check for any individual during this 5 year period at the district expense.
- e. If at any time a volunteer is charged with a criminal offense, the volunteer has an obligation to inform the principal of the school, who should immediately report such occurrence to the superintendent and/or their designee. The incident will be reviewed by the superintendent and/or designee to determine if the volunteer can continue to serve at the school.
- f. Failure of the volunteer to disclose such and event will result in an indefinite suspension of all volunteer activities.

V. Procedure for Dealing with Back Ground Checks that have Prior Offenses

- a. All prospective volunteers have a responsibility to disclose any violation that may appear on their background check at the time of their application.
- b. Minor offense such as driving violations and other misdemeanors will not disqualify an individual from serving as a volunteer
- c. Any major violation that has occurred within the past 5 years will disqualify an individual from volunteering
- d. Any major violation that is over 5 years old will be reviewed by the superintendent and/or their designee. The decision of the superintendent and/or their designee will be final and not subject to appeal to the local board. A volunteer that serves under this provision shall be considered to be on probationary status.
- e. Volunteers under probationary status waive the 5 year period and understand that they can be asked to submit to background check at any time at the expense of the district.
- f. Any person with any type of activity that indicates a history of violence or crimes against children will not be allowed to volunteer in any district facility.