

**Offenses for Which  
Exclusion is Likely**

A record of certain offenses carries a high likelihood that the District will exclude the individual from volunteering. Subject to an individualized assessment, the following classes of offense will likely preclude volunteering with the District:

- Any offense requiring exclusion pursuant to Education Code 22.085.
- Any offense for which allowing the individual to volunteer places the safety of both students and employees at risk, regardless of the date of the offense or the age of the victim. Such offenses include homicide, murder, capital murder, unlawful transport, false imprisonment, trafficking of persons, improper relationship between educator and student, sexual assault, aggravated sexual assault, rape, child abuse, sale or purchase of a child, arson, robbery, aggravated robbery, prostitution or solicitation of prostitution, child pornography, and sexual solicitation of a child.
- Any offense that, because of the relationship between the offense and potential volunteer activities, creates a risk to the best interests of the District.
- Any felony conviction that occurred within the ten years prior to application to volunteer with the District.
- Any misdemeanor conviction involving moral turpitude within the five years prior to application to volunteer with the District. [The definition of moral turpitude is found at DH(LOCAL).]

Adjudication of  
Offenses

In considering the adjudication of the offense, the following standards apply.

*Conviction*

The District will ordinarily treat a conviction as proof of guilt. A conviction record constitutes reliable evidence that a person engaged in the criminal conduct “beyond a reasonable doubt.”

*Arrest*

An arrest record alone does not establish criminal conduct. Before the District makes a decision based on an arrest, the District will examine the circumstances surrounding the arrest and will make any necessary inquiries. The District is not required to conduct an extensive investigation to determine the individual’s guilt or innocence but need only make inquiries that could shed light on the likelihood of the individual’s guilt in committing the underlying offense.

An arrest will be treated as a conviction when inquiries suggest a high likelihood that the individual committed the underlying offense. Where such a determination is not found, the arrest will not be used to disqualify the individual from volunteering.

<i>Deferred Adjudication</i>	<p>A grant of deferred adjudication resulting from a no-contest or guilty plea will ordinarily be treated as an admission of guilt. However, the District will make inquiries similar to the inquiries made when an arrest is reported.</p> <p>When such inquiries suggest a high likelihood that the individual committed the underlying offense, deferred adjudication will be treated as a conviction. Where such a determination is not found, deferred adjudication will not be used to take an adverse decision against the individual.</p>
<i>Not Guilty, Withdrawn, or Dismissed Charges</i>	<p>For a not guilty, withdrawn, or dismissed adjudication, the individual will be asked to explain, in writing, the circumstances and must provide a certified copy of the court paperwork showing the final disposition of every charge. The District may make additional inquiries into the surrounding circumstances.</p> <p>The charges will be treated as a conviction when such inquiries suggest a high likelihood that the individual committed the underlying offense. Where such a determination is not found, the criminal history in question will not be used to take an adverse decision against the individual.</p>
<i>Multiple Offenses</i>	<p>An individual with multiple offenses that individually do not make him or her ineligible to volunteer may be disqualified from volunteering when repetitious criminal behavior indicates a high degree of likelihood for recurrence of the behavior.</p>
<b>Exception</b>	<p>Visitors to the schools who are subject to the constant supervision of a District employee shall be exempt from the criminal history record check but shall be required to present his or her driver's license to be scanned in accordance with GKC(LOCAL) and (REGULATION).</p>
<b>Volunteer Coordinator</b>	<p>The Office of Communications will coordinate the District volunteer program and ensure volunteers are recruited, trained and placed in appropriate activities in accordance with District policy and campus needs.</p>
<b>Requirements for Volunteers</b>	<p>Volunteers in the District will:</p> <ol style="list-style-type: none"><li>1. Receive orientation and training appropriate to the type of volunteer service, to include information regarding:<ol style="list-style-type: none"><li>a. General job responsibilities and limitations;</li><li>b. School safety protocols and procedures;</li><li>c. Work schedule and place of work; and</li><li>d. Expected relationship to the regular staff.</li></ol></li></ol>

2. Work under the direction and supervision of a teacher or other member of the school staff; and
3. Abide by the rules of the District and the campus.

**Application**

Individuals interested in serving in volunteer positions with the District must complete an online application before beginning volunteer activities.

**Criminal History  
Record Checks**

The Office of Safe and Secure Schools will conduct an annual criminal history record check on all applicants for volunteer positions. In order to enable the Office of Safe and Secure Schools to conduct a criminal history record check, volunteer applicants will be required to submit a volunteer application using the District's online system prior to volunteering in any District building or at any District- or school-sponsored activity or event, on or off District property.

The District shall obtain the criminal history record of prospective volunteers, including chaperones, mentors, and tutors. The most thorough level of criminal history record check shall be required of prospective volunteers seeking to serve as chaperones for overnight trips or events.

Any individual who fails or refuses to grant authorization for the District to conduct a criminal history check shall not be eligible to serve as a volunteer.

A volunteer who is under felony indictment shall be removed as a volunteer pending adjudication of the case. [See GKG(LOCAL)]

The Office of Safe and Secure Schools will provide written notice of denial to any applicant whose criminal history disqualifies the applicant from volunteering.

**Approval of  
Volunteers**

A volunteer applicant may not perform any volunteer duties until the applicant receives written approval from the Safe and Secure Schools Department.

**Exception**

The Office of Safe and Secure Schools will not conduct a criminal history record check for District employees who apply to serve as volunteers because criminal history record information is obtained by the Human Resources Department in accordance with state law and Board policy. [See DBAA]

**Confidentiality**

The District shall maintain the confidentiality of all criminal history record information. No District employee shall release or disclose such information to non-District personnel, other than the person who is the subject of the information, or to District personnel who do not need such information in order to assist the Office of Safe

and Secure Schools to determine whether a volunteer application will be approved or denied.

**Volunteer Check-In  
Procedures**

For the protection of our students, staff and visitors, the District requires all visitors to campuses, including volunteers, to be screened through a computerized central database used to screen registered sex offenders, as provided in GKC1(REGULATION).