

## CONTRACTOR/VOLUNTEER GUIDELINES

It is the responsibility of the principal to ensure contractors and volunteers are cleared in Human Resources prior to being on campus.

Human Resources has authorization to run a criminal report on individuals who meet both:

1. continuous duties related to a contracted service, and
2. the opportunity for direct contact with students in connection with the person's continuing duties.

Continuing duties related to contracted services are work duties that are performed pursuant to a contract to provide services to a school entity on a regular, repeated basis, rather than infrequently or one-time only:

Contractors may include:

- Construction contractors (and subcontractors); and
- Other contractors (i.e., Memo of Understanding (MOU) contractors, other District agreement contractors, etc.)

Human Resources also has authorization to run a criminal report on:

- Employees (or applicants) of the district; and
- Volunteers (including student teachers)
  - *This does not apply to volunteers if the person:*
    - *Is the parent, guardian, or grandparent of a child who is enrolled in the district or school for which the person volunteers or is applying to volunteer;*
    - *Will be accompanied by a school district employee while on a school campus; or*
    - *Is volunteering for a single event on the school campus.*

Contractors, student teachers, and volunteers (other than parent volunteers) must complete a Contractor/Volunteer Background Authorization form located on our HR website under [Supervisor Forms](#) and receive an Authority to Report to Campus (ATRTC) from Human Resources before being allowed on campus.

All other visitors or parent volunteers should be cleared to be on campus at the principal's discretion. Human Resources does not have the authority to conduct criminal background checks on visitors.

**Principals should contact Human Resources for clarification when needed.**