

**Criminal History
Checks on School
Volunteers**

This procedure is established in order to create guidelines for checking criminal histories on volunteers that work on District campuses.

District policy has established a volunteer program. The process for criminal history checks of volunteers will be as follows:

1. Volunteers will complete and sign the District school volunteer criminal history request form (the form).
2. The form will be turned in to the office of the school where the volunteer intends to work.
3. Records will be forwarded to the central office where personnel will check the record.
4. If the record is clear, the school where the volunteer will work will contact the volunteer.
5. If the record is not clear, the volunteer will be notified of the problem and they will not be allowed to volunteer in any District school until the record is clear.
6. The form and the result of the record check will be kept on file in the office of the school that originated the request.

Criminal history checks are not required of a parent or guardian to visit a campus for the simple purpose of observing and where there will be no interaction or participation with children other than the child of the parent or guardian.

Contact Person: Director of Human Resources