

COLE R-V SCREENED VOLUNTEER PROCEDURE

October 15, 2019 - prepared by Deb Kempker

This procedure is meant to clarify and coordinate with Board Policy #1425, approved by the Cole R-V Board of Education on September 18, 2019. Any volunteer with the possibility of being left alone with students, particularly in tutoring or class field trip situations, will need to be background screened, effective as of this date.

1. Parents, grandparents or community members who wish to become screened volunteers will be forwarded the appropriate MACHS BG information for our school, the Screened Volunteer Form (Form 1425) and the School Volunteer Confidentiality Agreement (Form 1425.1) Volunteers will be responsible for the cost of this service.
2. When their background check and all forms are completed and approved, the screened volunteer's name will be added to our school's list.
3. Screened Volunteer lists will be maintained for each school year. Before the start of each school year, current approved volunteers will be contacted as to whether they wish to remain on the upcoming school year's list. As approved volunteers are added or removed, an updated list will be sent to Building Principals and their secretaries, Superintendent and Central Office staff, and Sp. Ed. Director.
4. Substitute teachers or teachers from other school districts will be automatically approved, as long as a BG check is available to view as cleared on the DESE Certification website.
5. Volunteers who are screened using our school's ORI number will automatically be enrolled in RAPBACK, which will give us violation notifications for six years. After six years, a volunteer must complete another BG check to continue their screened volunteer status and remain on our list.
6. Any screened volunteer may be removed from this list at any time, based on teacher/principal recommendation, with administration approval.