

Frankfort Independent Schools
PROCEDURES FOR SCHOOL VOLUNTEERS

Effective April 1, 2017

The following procedures pertain to Frankfort Independent Board Policy 3.6
The following information contains references to and complies with KRS 160.380;
KRS 161.148; and KRS 161.044

Definition

“Volunteer” means adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs and who do not receive compensation for their work [KRS 161.148(1)]

“Volunteer” is further interpreted to mean “parents” or “other individuals” who attend school-sponsored field trips, assist with assessment testing or assist with athletic activities in any capacity.

Students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local teacher or administrator in a public school are not considered volunteers. [KRS 161.148(6)]

Guidelines

1. Volunteers shall provide assistance **only** under the direct supervision of a member of the professional administrative or teaching staff. [KRS 161.148(2)] Volunteers shall not be alone with a student at any time.
2. 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 a school-sponsored trip, shall undergo, at the District expense, a state criminal records check through the Administrative Office of the Courts every five (5) years. **All volunteer coaches must also have the state and FBI check as required by KRS 160.380 and KRS 161.185. A satisfactory criminal history check must be received prior to volunteering.**
 - a. Any volunteer may be required to submit to a national criminal history background check, if deemed necessary by the Superintendent or his/her designee, at the District’s expense.

- b. District Personnel Office shall request the criminal record checks and notify the school of those individuals who have been cleared to volunteer.
 - c. In the event that an individual is not cleared to volunteer, they may contact the Personnel Office for additional information.
3. School administrators shall ensure that all volunteers receive orientation material and undergo training on school policies, safety and emergency procedures, confidentiality and code of ethics. Such training shall be documented, submitted to the Personnel Office, and a satisfactory criminal history background check received prior to the individual volunteering.
4. Volunteers utilized on a regularly scheduled and/or continuing basis shall receive written expectation and description of the tasks that they shall be assigned to perform.
5. Volunteers in the school building during regular school hours should be given a “volunteer” badge to wear at all times.

NOTE: Assessment testing volunteers will be required to complete the training and criminal background checks in order to assist with test proctoring.

Frequency of Criminal Record Checks / Training

1. “Parent” volunteer criminal record checks shall be completed on a five (5) year basis.
2. Volunteer training shall be conducted and documented on an annual basis, with documentation submitted to the Personnel Office.
3. Any volunteers who assist with sporting activities shall submit to and receive a satisfactory criminal record check every five years.

NOTE: The Superintendent or his/her designee may require annual criminal record checks for any individual at any time, if there is reason to believe an increased frequency is necessary to ensure the safety and security of children and staff within the district.

Exceptions to Requirement for Volunteer Training and/or Criminal Record Checks

1. Individuals visiting the classroom on an infrequent basis
2. Individuals visiting the school to eat lunch with their student
3. Individuals visiting school for consultation or PTO/PTA meetings
4. Individuals working a booth or class event, such as 'festivals'

NOTE: School SBDM Policy may be more stringent than District policy, however, they CANNOT be less strict.