

Northern Wells Community Schools

Visitor and Volunteer Guidelines Policy #8120

Northern Wells Community Schools values the participation of our parents and community members to enhance the quality of education for our students. Due to the importance of and our school district's commitment to maintaining a safe learning environment for our students and employees, background screening procedures are necessary for all visitors and volunteers within our schools. The screening level depends upon the level of isolation or supervisory responsibility of the volunteer or visitor. This process does not include volunteers who do not have direct contact with students. For example, a screening is not required for volunteers who are taking tickets, passing out programs, or performing a similar service at a school event. It also does not include spectators at a school event.

Daily Visitors and Classroom/Office Volunteers

- Individuals in this category may have direct contact with students; however, they are always under the supervision of an NWCS employee.
- All visitors and classroom/office volunteers must sign-in and present a valid driver's license or state ID for a sex offender screening at no cost to the prospective visitor.
- A visitor's badge will be provided and must be worn while in the building or on campus.

Field Trip Chaperones

- A Limited Criminal History Background Check is required and will be processed through Safe Visitor Solutions at the expense of NWCS.
- If interested in volunteering as a Field Trip Chaperone, a volunteer application must be completed. Applications will be processed and approved by building administration
- Volunteers will not be able to serve as a Field Trip Chaperone until an approved background check is on file.

Volunteer Coaches and Club Sponsors

- An Expanded Criminal History Background Check is required and will be processed through Safe Hiring Solutions. This check includes an expanded child protection index check defined by IC 20-26-2-1.3 at the expense of NWCS.
- Volunteers will not be allowed to start until an approved background check is on file.

Note: Limited and Expanded Criminal History Background Checks are valid for three years. In addition, NWCS will receive alerts for charges or arrests that occur for any previously approved volunteer within the three-year period.

Guidelines for Denying Field Trip Chaperones and Volunteer Coaches/Sponsors

If the following charges appear on a background check, the individual will not be permitted to volunteer as a field trip chaperone or as a volunteer coach/sponsor within NWCS. Criminal background checks may be evaluated on charges filed, not necessarily on the disposition of the charges. If a volunteer is not permitted to volunteer due to pending charges, the individual's status may be re-evaluated once the situation is resolved.

Charge Alert on Background Check	Required Timeframe from Date of Offense until Application may be Approved
Two (2) or More DUIs or Alcohol-Related Charges	7 Years
Misdemeanor Theft Charge	10 Years
Any Drug-Related Charge	15 Years
Any Battery Charge	15 Years
Any Felony Charge	15 Years
Child Abuse or Neglect Charge	Indefinite Denial
Any Misrepresentation on the Volunteer Application	Indefinite Denial