

MENOMINEE INDIAN SCHOOL DISTRICT

#543 Rule (2)

VOLUNTEER/CHAPERONE BACKGROUND CHECK PROCEDURE

The building principal or other administrator in charge of placing the volunteer in the district will be responsible for notifying the Superintendent's Office and having the volunteer complete a Volunteer/Chaperone Background Check form from which a background check will be conducted. No volunteer will be allowed to work in any capacity until the background check has been completed and the individual's placement has been approved consistent with this policy. Volunteering in the district is important and the Board acknowledges the many benefits that its volunteers provide, but serving in a volunteer capacity is a privilege, not a right.

The form will be forwarded to the Superintendent's Office and that office, will be responsible for doing the background check on the individual. Volunteer/Chaperone Background Check forms are due to the superintendent's office no later than September 30 of each school year with the exception of new students registering after the deadline date.

After the check is completed, the responsible administrator, with the approval of Superintendent's Office shall determine if the volunteer will be approved as a volunteer in the district. The decision will be based on the results and the facts of the individual's background check including the amount of time that has elapsed since the conviction and the nature of conviction, as well as the activities the individual seeks to perform on a volunteer basis, paying specific attention to the level of exposure to and independence with respect to the students of the District, and other community involvement of the individual. The decision will be made on an individualized basis.

Guests, guest speakers, and other short term visitors who will be accompanied by a staff member during their stay will not be required to submit to a background check.

This statement will appear in the school handbook.

Adopted July 2007

Revised: November 2009, November 18, 2013