

**GREEN BAY AREA SCHOOL DISTRICT**  
**Board Policy Manual**

353.1-Rule

**VOLUNTEER BACKGROUND CHECKS**

A criminal background check of a proposed volunteer is a prudent measure that serves important safety-related interests. These guidelines specifically address criminal background checks for volunteers.

**I. APPLICABILITY**

- A. A criminal background check is required every two years for any individual who volunteers in roles that will involve contact and interaction with students. Examples of such roles include, but are not limited to: volunteer tutors or classroom assistants who will be working with students in a one-on-one setting or with small groups of students; volunteer coaches and volunteer activity advisors (including all regular assistant coaches and assistant advisors); or a chaperone of a field trip or similar travel-related activity (including overnight travel) who will be assigned as the primary adult supervisor of any students other than the volunteer's own child(ren).
- B. A criminal background check may not be required when a proposed volunteer role is limited to a one-time, short term activity (e.g., parents/guardians who visit a student during the lunch hour in a supervised lunch room or parents/guardians who attend school concerts) and who do not have responsibility for supervision of any student that is not the volunteer's child, and where such role is structured such that there is no intended direct interaction with students and in the District's judgment, there is no other significant risk to health, safety, or property that a background check would reasonably mitigate.
- C. In some instances, the District may have knowledge of specific information or allegations about an individual that cause the District to conduct a criminal background check regardless of the volunteer role(s) at issue.
- D. The District reserves the discretion to require a criminal background check in connection with any volunteer role, as well as the discretion to initiate a background check (or a re-check) at any time.
- E. The guidelines provided above regarding criminal background checks do not attempt to address other planning and procedures that may be associated with the creation, definition, and implementation of various volunteer roles. For certain roles, such other procedures may involve conducting personal interviews, assessing an individual's experience and qualifications, requiring the volunteer to participate in orientation and training activities, planning to evaluate the volunteer's performance, and/or obtaining feedback on the volunteer's experience. Such further assessments of a volunteer's qualifications and fit for a

specific role can assist the District with its goals and obligations related to safety and the provision of high-quality programs and instruction.

## **II. VOLUNTEER CRIMINAL BACKGROUND CHECKS**

- A. All requests to volunteer are contingent upon the results of the criminal background check that are deemed satisfactory to the District.
- B. Staff members who are seeking and planning to use volunteers are expected, where applicable, to plan in advance for the time it takes to process and evaluate a criminal background check.
- C. If the volunteer criminal background check reveals a conviction or pending charge which the person requesting to volunteer failed to disclose as required on the volunteer criminal background application, the District may refuse to allow the person to volunteer.
- D. Decisions regarding the impact of a disclosed specific offense on the ability to volunteer for the District shall be made on a case-by-case basis in compliance with all applicable state and federal laws and District policies.
- E. If the District decides to deny approval for an individual to serve as a volunteer, the individual will be advised of the decision. The individual may seek a review of the decision by the Chief Human Resources Officer or his/her designee. Pending a review of the initial determination, the individual will not be permitted to volunteer in the role for which approval was denied, and the District may also restrict other volunteer roles at its discretion.

APPROVED: October 16, 2017