

## 9000 – AR District Volunteers

### DISTRICT VOLUNTEERS

Volunteers to Rochester Community Schools are a welcome addition to our school community.

For occasional volunteers, working in the building once or twice per year under the direct supervision of teachers or staff members, the building principal will provide building-specific information about volunteering.

For volunteers who are in the building on a regular or continuous basis, which will involve supervision of, and/or significant interaction with students or any volunteer who chaperones students on off-site trips must follow the following process:

- The volunteer will complete the Volunteer/ICHAT Authorization Form (Attachment A) and submit a copy of their driver's license/State ID.
- The building principal will submit this information to the Department of Human Resources for processing. Once the Criminal History Screening is completed, the building principal will be notified that the volunteer may begin volunteering in the school.

All volunteer chaperones for overnight field trip as well as volunteer coaches must have a Criminal Background Check in addition to the Criminal History Screening; this added check requires fingerprinting.

- The building principal or teacher must contact the Department of Human Resources with names of all prospective overnight volunteer chaperones when planning an overnight field trip so that the appropriate arrangements may be made in advance of the trip for fingerprinting to be completed and the full Criminal Background Check information to be received and reviewed.
- In the case of volunteer coaches, the school's athletic director should contact the Department of Human Resources prior to the start of the season with the names of all prospective volunteer coaches. The full Criminal Background Check information must be received and reviewed prior to a volunteer coach participating in the sport.

All information from the Criminal History Screening, and where conducted, Background Check is kept confidential, and is not shared with the building. If questions arise, the volunteer will be contacted by the Department of Human Resources.

In most cases, Volunteer/ICHAT forms need only be completed once each year. However, the District does reserve the right to request that an updated screening be completed.

The District requires that a new Volunteer/ICHAT form be completed each year that the volunteer works/chaperones in the district on a regular or continual basis.

In the case of a volunteer who a volunteer coach or overnight chaperone, if a full Criminal Background Check, including fingerprints was required, each year thereafter, a Volunteer/ICHAT form must be completed prior to volunteering or chaperoning and the ICHAT criminal history record will be reviewed.