

Basic Information

Practice Statement- Policy 4530 - Volunteers

Criminal background checks are required for volunteers who may have unsupervised contact with students. The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Each situation will be considered individually. Completed forms are maintained in a confidential manner at the district office.

The district requires background checks on any volunteer (including parents) who meets the following criteria:

- the volunteer will have unsupervised contact with students;
- the volunteer has a regular or ongoing assignment at the school;
- the volunteer will be off campus with students in an unsupervised situation, including chaperoning field trips;
- the volunteer is a mentor to a student or students;
- the volunteer is a coach or club advisor; or
- the volunteer is unknown to the school or department staff.

The Human Resources office coordinates Volunteer Background Checks for the district. The staff is responsible for:

- conducting the criminal records check in a confidential manner;
- adding cleared volunteers to the online database (Infinite Campus) or talking with the principal if the records check shows cause for possible concern;
- maintaining the list of volunteers cleared this year and in previous years;
- supplying schools with copies of the volunteer guidelines upon request.

Background Check Process

Volunteers may not begin until they have been cleared. This requirement to conduct a criminal background check for is covered by Board Policy 4530. To ensure that background checks are completed, schools must follow this process.

1. Community and parent volunteers new to a school need to complete the volunteer application.
2. All information on the application is sensitive and will be maintained in a confidential manner.
3. **No criminal background check is needed for those who have previously volunteered in a school and have already had an Elmbrook volunteer background check performed within the past two (2) years.** Parent volunteers must complete the Volunteer Application form once every two years while their student is in continuous attendance at an Elmbrook school. Schools should look at their listings in the volunteer database to confirm whether a check has been done.
4. The Human Resources Department will conduct the criminal records search and add cleared volunteers to the database.
5. The Human Resources Department will inform the principal of any individual whose criminal records check or criminal background check application contains questionable information. The principal, in consultation with the Human Resources Department, will determine whether the offense relates directly to the capability or suitability of the volunteer to work in the school.

An individual who disagrees with any decisions regarding their status as a volunteer that results from the criminal background check may appeal that decision to the Human Resources Department (262-781-3030 or humanresources@elmbrookschools.org)