Volunteer Policy Updates

The following are answers to frequently asked questions about our policies related to volunteer background checks and criminal records checks through fingerprinting. The IICC policy and administrative rule GCDA are available on our website under the "School Board Policies" section.

Key points to understand:

The policy defines a volunteer to distinguish between volunteer vs. employee/contractor vs. visitor vs. student. A volunteer is a person performing a service for free. For example, a person hosting an activity or giving a lecture is providing a service and is therefore a volunteer. A person attending a performance is observing an activity and is therefore a visitor. A high school cadet working in a classroom earns course credit and is thus considered a student.

The policy defines who is required to undergo an annual background check. All volunteers are required to submit a volunteer application, which initiates a background check through our HR department. All volunteers are required to submit an application starting July 1, and approved background checks are valid for a period of two years. The system will automatically notify approved volunteers when your background check is about to expire, and that it is time to reapply.

The policy states that accommodations for obtaining a background check will be offered upon request. For example, if someone cannot or will not share a Social Security number, we will work with them to conduct the background check in alternative ways. Using a Social Security number is preferred because it takes longer to ensure the records are for the correct person without one.

The policy defines what it means to be alone with a student and requires a criminal records background check through fingerprinting. To be alone with a student is direct, unsupervised, one-on-one contact with a student, which by law requires a criminal records check through fingerprinting. In other words, one volunteer plus one student equals being alone with a student.

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The policy states that schools must strive to create conditions where an employee supervises a volunteer. When that is not possible, have multiple background-approved adults with multiple children. However, there are situations where volunteers need to be alone with a student. For example, a volunteer fitting students for their costumes in the musical needs to be alone with one child in a private room.

The policy states that the district will cover the fingerprinting fees for volunteers. According to our policy's definition, volunteers are not compensated for their service. Individuals who are compensated for their services, such as employees and contractors, will continue to pay for their fingerprinting fees.

Frequently Asked Questions

Why implement a volunteer approval process?
This process was in response to a policy passed when we were remote, and most were not in schools during the pandemic. Now that we are back in person and have exponentially more volunteer opportunities, we have automated the process of implementing volunteer background checks to ensure fidelity across the district.

Are we concerned that the application will hinder volunteerism in our schools?
To date, more than 6,000 volunteers have been approved through our online system without incident. Feedback from our community has been generally very positive and appreciative of the steps we have taken to ensure the safety of children in our schools.

What kinds of volunteers need background checks?
All volunteers, including ongoing parent club volunteers and one-time guest volunteers, as well as volunteer coaches, volunteers who serve on the board-appointed committees, etc.

Why an annual background check?
All volunteers will be required to submit their information every two years.

Updated June 5, 2025

Approved background checks are valid for two years. The system will automatically notify approved volunteers when your background check is about to expire, and that it is time to reapply.

How often does someone need to be fingerprinted?
If a volunteer is in a position that requires a criminal records check, the fingerprinting is valid for the duration of the person's tenure in the school district.

Will LOSD accept a criminal records check performed by another organization?
It depends. Contact the LOSD HR department to determine if records can be accessed and verified.

Why would someone have to do a fingerprinting in addition to a background check?
All volunteers are required to undergo an approved background check. Only volunteers who are alone with a child are required to undergo a criminal records check. A background check is not the same as a criminal records check. A criminal records check, which is done through fingerprinting, is required by ORS 326.607 for volunteers who are alone with a child.

Do teachers and staff need annual background checks?
The continuous employment of teachers and staff does not require an annual background check. However, coaches, for example, do not have continuous employment and therefore are background checked every year. Suppose a teacher or staff member is serving as a volunteer (not as an employee), for consistency in our practices. In that case, they, like all adults volunteering in a school, must submit a volunteer application to be included on that school's approved volunteer list.

How is the Raptor Management System used for volunteer clearance? Raptor Management System is the technology platform we use to facilitate the online volunteer application process and monitor access to the schools.

Step 1: Submit a volunteer application online through the Raptor System. The

online application link is on the home page of every school and district website. Raptor is simply the technology platform used to notify HR that a background check is required.

Step 2: Access schools using the Raptor System. It's most expedient if volunteers scan their driver's license in the Raptor box at the front entrance of the school. That matches someone's identity with the name on the approved volunteer list instantly. However, people can type in their name into the box and/or check in with the front office staff if they do not have their driver's license. The front office staff has access to the list of approved volunteers.