



VOLUNTEER AND VISITOR GUIDELINES

Purpose

The Board encourages the use of volunteers to support the School District. Because the safety of the School District's students is of paramount importance, every individual volunteer is required to undergo a criminal background check through the Michigan State Police Internet Criminal History Access Tool (ICHAT) before they are permitted to volunteer, regardless of whether or not the volunteer will work directly with students. ICHAT criminal background checks will be performed annually for each volunteer.

Process

A. Application

All individuals wishing to serve in a volunteer capacity must complete a "[Criminal History Consent Form for School Volunteers Application](#)" for **each school year** the individual wishes to volunteer. The principal/designee at each school will submit all Volunteer Applications as they are completed to the Human Resources Department. A criminal background check will be completed on each applicant and the principal/designee will be informed if the applicant is approved to volunteer. The Human Resources Department will send a letter to each applicant whose request for volunteer status has been denied, and to the individual's school principal/designee will be notified.

B. Criminal Background Investigation

In order to protect the safety of children and school staff, all classroom volunteers must submit to a criminal background investigation using the person's name, alias names, racial group, and submit their Michigan Secretary of State issued Driver's License or Identification Card. After the initial criminal background check, volunteers must report any new criminal charges and convictions to the principal/designee. Any individual refusing to submit to a background investigation shall be ineligible to be a volunteer.

Individuals whose background investigation reveals a charge, a series of charges or a conviction of a crime more serious than a traffic violation or a pattern of charges or behavior which is determined by the Human Resources Department to represent a safety issue shall be ineligible to be a volunteer. The detailed results of all background checks will be held confidential.

Visitor	Volunteer
Participates in limited student contact with continuous supervision by school staff.	Participates in direct student contact outside the view/supervision of school staff.
<ul style="list-style-type: none">Always in a highly public setting.Never in a restricted or enclosed area - Staff or adults can enter and observe at any time.No solitary time with students.	<ul style="list-style-type: none">Participates in school activities on a scheduled basis and will be outside the view of school staff and unsupervised.May work one on one with students outside the view/supervision of school staff.
Background Screening Required	Background Screening Required
<ul style="list-style-type: none">If a class helper becomes routine or scheduled, they would need to follow the volunteer guidelines.Visitors must sign in and be identified by name tag.	<ul style="list-style-type: none">Volunteer Application Form.Criminal history records check.Volunteers must sign in and be identified by name tag.
Examples (including, but not limited to)	Examples (including, but not limited to)
<ul style="list-style-type: none">Visitation or participation in classroom/lunch/ school activities on a non-scheduled basis.Athletic boosters/band concessions/fundraisers.Resource speakers/Unscheduled class helper.Participants in celebration activities.Participants in special days such Reading Day.Participants in outdoor activities such as a Field Day.PTA/PTO activities held during the school day.	<ul style="list-style-type: none">Tutoring during or after school/Mentoring.Field trip chaperone.Working directly with band/chorus/clubs on a scheduled basis.Scheduled class helper (working one on one with students and not under the view/supervision of school staff).Volunteer Coach.