VOLUNTEER AND VISITOR BACKGROUND SCREENING
District Administrative Procedure

Effective Date: 09.15.2026
Responsible Department: Human Resources / District Administration
Applies To: All District schools, departments, programs, and activities

1. Purpose

Elizabeth School District is committed to maintaining a safe environment for students while encouraging appropriate participation by parents, guardians, community members, and other volunteers.
This regulation establishes consistent administrative standards for:

- distinguishing visitors from volunteers;
- determining the appropriate level of background screening based on an individual's duties and access to students;
- reviewing criminal history information identified through the screening process;
- determining eligibility for volunteer assignments; and
- establishing conditions or restrictions when appropriate.

This regulation is administrative in nature and is not intended to create or modify Board policy.

2. Definitions and Screening Requirements

A. Visitor / Parent or Guardian

A Visitor / Parent or Guardian is an individual who enters District property for a temporary or limited purpose and whose presence does not involve providing ongoing services to the District, supervising students, or assuming responsibility for students other than their own child.
Examples include, but are not limited to:

- A parent or guardian visiting their child's classroom or school.
- A parent or guardian having lunch with their child.
- A parent or guardian attending a parent-teacher conference, meeting, performance, assembly, or other school event.
- A parent or guardian attending a classroom party or similar activity as a guest.
- A family member attending an athletic event, concert, performance, or other student activity.
- A guest speaker or community member making a one-time visit when accompanied or supervised by District staff.

- A person conducting brief business or personal activities at a District facility who does not have responsibility for students.

Background screening is not required solely because an individual is present on District property or interacts with their own child. Visitors remain subject to applicable building check-in, identification, supervision, access, and security procedures.

B. Supervised Volunteer

A Supervised Volunteer is an individual who provides services to the District without compensation and whose activities involve direct or recurring interaction with students, but who performs those activities under the supervision of a District employee and does not have independent responsibility for or unsupervised access to students.
Examples include, but are not limited to:

- Classroom or instructional volunteers.
- Parents or community members assisting with classroom activities.
- Volunteers assisting with school events or activities involving students.
- Field-trip volunteers assigned to assist students under the direction and supervision of District staff.
- Library, media center, or classroom helpers.
- Volunteers assisting with clubs, activities, or enrichment programs.
- Volunteers regularly providing services or assistance to a school or District program.
- Individuals participating in recurring volunteer activities where direct student interaction is part of the assignment.

A non-fingerprint, name-based criminal history check through the Colorado Bureau of Investigation (CBI), or other screening designated by the District, is generally required before an individual begins service as a Supervised Volunteer.
Human Resources may require additional or fingerprint-based screening when warranted by the nature of the assignment, information identified during the screening process, applicable law, or other relevant safety considerations.

C. Unsupervised / High-Access Volunteer

An Unsupervised / High-Access Volunteer is an individual whose volunteer responsibilities involve regular, significant, or potentially unsupervised access to students; responsibility for supervising students; authority over students; independent access to District facilities; or other circumstances creating a level of access or responsibility substantially similar to that of District staff.
Examples include, but are not limited to:

- Volunteer athletic coaches.
- Volunteer activity coaches or sponsors.
- Mentors or individuals providing one-on-one student services.
- Volunteers who may work with students without a District employee immediately present.
- Volunteers responsible for supervising a group of students.
- Volunteers participating in overnight or extended student trips.
- Volunteers authorized to transport students.
- Volunteers provided keys, badges, or other independent access to District facilities.
- Individuals providing ongoing programming or services to students in a manner similar to a District employee.
- Former employees or other individuals who continue to provide services to students following separation from employment.
- Other volunteer assignments that, based on the nature of the duties or access, present an elevated level of student contact, trust, authority, or responsibility.

Fingerprint-based CBI/FBI criminal history screening is required for volunteer assignments that involve or may reasonably involve unsupervised access to students or other high-access responsibilities as determined by the District.
Human Resources may require fingerprint-based screening for additional volunteer assignments when warranted by the nature of the assignment, applicable law, information identified during other screening, or other relevant safety considerations. Completion of a background check does not, by itself, authorize an individual to serve in an unsupervised or high-access volunteer capacity. The District must approve the individual for the specific volunteer assignment.

3. Determining the Appropriate Volunteer Category

The determination of whether an individual is a Visitor, Supervised Volunteer, or Unsupervised / High-Access Volunteer will be based primarily on the nature of the individual's activities and access to students rather than the individual's title, relationship to a student, or number of hours volunteered.
Factors may include:

- Frequency and duration of the individual's presence.
- Degree and nature of direct student interaction.
- Whether the individual will supervise or exercise authority over students.
- Whether a District employee will be present and responsible for supervision.
- Whether the individual may reasonably be alone with students.
- Whether the individual will transport students.
- Whether the individual will participate in overnight or extended activities.
- Whether the individual has access to confidential student information.
- Whether the individual has independent or after-hours access to District facilities.

- Whether the individual has access to District funds, equipment, or property.
- Whether the individual is providing an ongoing service or program.
- Whether the individual's role is substantially similar to that of a District employee.
- Other circumstances affecting the degree of trust, access, or responsibility associated with the assignment.

The examples provided in this regulation are illustrative and are not intended to constitute an exclusive list. The District may classify an individual or assignment differently when circumstances warrant a different level of screening or oversight.

4. Parent and Guardian Activities

A parent's or guardian's relationship to a District student does not, by itself, make the individual a volunteer or require a background check.
Parents and guardians may participate in ordinary school activities involving their own children without completing volunteer background screening, provided they are acting in the capacity of a parent or visitor rather than assuming responsibility for, supervising, or providing ongoing services to other students or the District.
For example, a parent who comes to school to have lunch with their child is considered a Visitor / Parent or Guardian and does not require a volunteer background check solely for that activity.
If the parent's participation changes from attending an activity to providing services, supervising students, regularly assisting the District, or otherwise functioning as a volunteer, the individual may be classified as a Supervised Volunteer or Unsupervised / High-Access Volunteer and will be subject to the applicable screening and approval requirements.
A determination that an individual is not approved to serve as a volunteer does not, by itself, restrict the individual's rights or access as a parent or guardian. Parent and visitor access remains subject to applicable District visitor, building access, safety, and security requirements.

5. Background Screening and Approval

Background screening must be completed and reviewed by Human Resources before an individual begins a volunteer assignment for which screening is required.
Completion of a background check does not guarantee approval to volunteer. Volunteer service is subject to District approval, and approval may be limited to a particular assignment or conditioned upon appropriate safeguards.

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A. Duration of Volunteer Background Clearance

Volunteer background screening and approval are valid only for the school year in which the screening is completed.
Volunteers who wish to continue serving in a subsequent school year must complete the District's applicable background screening and approval process for that school year before beginning volunteer service.
Volunteer approval does not create an entitlement to continued or future volunteer service.
The District may require a new or additional background check at any time when:

- the individual's volunteer assignment changes;
- the level of student access or responsibility increases;
- new information becomes available;
- additional screening is required by law or District procedure; or
- the District otherwise determines that additional screening is warranted.

B. Individualized Review

When screening identifies criminal history or other information potentially relevant to volunteer suitability, Human Resources will conduct an individualized review appropriate to the circumstances.
Factors considered may include:

- The nature and seriousness of the offense or reported conduct.
- The disposition of the matter, including whether the record reflects an arrest, pending charge, dismissal, acquittal, deferred disposition, or conviction.
- The accuracy and completeness of the available criminal history information.
- The amount of time that has elapsed since the offense or reported conduct.
- The individual's age at the time of the conduct.
- The number, frequency, similarity, or pattern of criminal history records.
- Whether the available information indicates repeated or escalating conduct.
- The relationship or nexus between the criminal history and the duties, access, authority, or responsibilities of the proposed volunteer assignment.
- The degree of direct or unsupervised student contact associated with the assignment.
- Relevant subsequent conduct.
- Evidence of rehabilitation, education, treatment, successful employment, volunteer service, or other mitigating circumstances.
- Information or documentation provided by the individual.
- Whether reasonable supervision, restrictions, or other safeguards would adequately address identified concerns.
- Other reliable information reasonably related to student, staff, or District safety.

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An arrest alone does not establish that the underlying criminal conduct occurred. Human Resources will distinguish between arrests, pending matters, dismissals or acquittals, and convictions and may request additional documentation or information when necessary to understand the disposition or circumstances of a matter.
When fingerprint-based Criminal History Record Information (CHRI) is used, the District will comply with applicable CBI/FBI requirements concerning applicant notification, privacy, record accuracy, opportunity to challenge or complete the record, confidentiality, use, storage, and dissemination.

C. Assignment Nexus

When criminal history raises a potential concern, Human Resources may evaluate the relationship between the history and the specific volunteer assignment.
The review will consider the actual duties and anticipated access associated with the assignment, including student contact, supervision, authority over students, transportation, off-campus or overnight activities, facility access, access to confidential information, access to District funds or property, and other relevant responsibilities.
The same criminal history may result in different eligibility determinations for different volunteer assignments based on the nature and level of access involved.

D. Volunteer Determinations

Following review, Human Resources may make one of the following determinations:
Approved
The individual may serve in the requested volunteer assignment subject to ordinary District volunteer and security requirements.
Approved with Conditions
The individual may serve subject to specified safeguards or limitations. Conditions may include, but are not limited to:

- Direct District employee supervision.
- No one-on-one student contact.
- No unsupervised student contact.
- No transportation of students.
- No overnight activities.
- No independent or after-hours facility access.
- Limitation to specified activities, locations, or assignments.
- Other reasonable safeguards related to the identified concern.

Not Eligible for Requested Assignment

The individual is not approved for the requested assignment because of the duties or level of access involved but may be considered for another volunteer assignment presenting a different level or type of access.

Additional Information Required

A determination cannot be made until additional information, documentation, disposition information, or clarification is obtained.

Not Approved

The District has determined, following individualized review, that the individual is not appropriate for volunteer service based on the available information, applicable law, the nature of the proposed volunteer activities, and the District's responsibility to provide a safe environment for students and staff.

6. Volunteer Clearance and Building Access

Volunteer background clearance and building access are related but separate determinations.

Human Resources is responsible for determining volunteer screening requirements and volunteer eligibility. Building administrators and District Safety and Security are responsible for implementing applicable visitor, check-in, identification, badge, escort, and physical-access requirements.

A background check, volunteer clearance, badge, or other identification does not independently authorize an individual to have unsupervised access to students, enter unrestricted areas of District facilities, or perform duties outside the individual's approved volunteer assignment.

Volunteers must comply with the supervision and access requirements established for their approved assignment.

7. Exceptions and Administrative Discretion

The District recognizes that volunteer and visitor circumstances may vary significantly. Human Resources or District Administration may:

- Require additional screening.
- Require fingerprint-based screening.
- Request additional information or documentation.
- Impose supervision or access restrictions.
- Limit an individual to particular volunteer assignments.
- Require reassessment when the nature of an assignment changes.
- Establish other reasonable safety or screening requirements when warranted by the circumstances.

Nothing in this regulation limits the District's ability to implement additional safety, security, access, or screening requirements consistent with applicable law.

8. Confidentiality and Records

Criminal history and background screening information will be maintained confidentially and accessed only by personnel authorized to perform screening, review, compliance, or related administrative functions.
Fingerprint-based CHRI will be handled, maintained, used, retained, and destroyed in accordance with applicable federal and state requirements and District CHRI security procedures.
Volunteer screening records that are not CHRI will be maintained in accordance with applicable District records-retention requirements and administrative procedures.
Background screening information will not be maintained in a school-level volunteer file when the information is required to be maintained confidentially by Human Resources.

9. Administration and Review

Human Resources is responsible for administering this regulation and may establish forms, screening levels, review matrices, individualized assessment tools, assignment nexus documentation, approval notices, documentation requirements, and other implementation guidelines necessary to carry out the regulation.
Building administrators and District Safety and Security will coordinate with Human Resources regarding volunteer access, badges, supervision, and other security requirements.
Building administrators should consult Human Resources when the appropriate volunteer classification, screening requirement, eligibility determination, or level of supervision is unclear.
This regulation should be reviewed periodically and revised as necessary to reflect changes in law, District operations, screening practices, or identified safety needs.