

LEXINGTON COUNTY SCHOOL DISTRICT ONE VOLUNTEER BACKGROUND CHECK PROCEDURES (HR 63)

(2/2017)

When do you send the form to HR?

- If a volunteer is directly supervising or responsible for the safety of a student(s), they are considered a ***Volunteer with Direct Supervision***

(Ex: Chaperone for field study, Volunteer Coach, Volunteer helper with students before and/or after school, etc.)

Process:

1. Run Volunteer through Raptor
2. Send the following to Human Resources:
 - Completed HR 64 with Administrator's signature
 - Legible and visible copy of volunteer's Driver's License or State Identification card.

******If you are keeping a copy of the form, make sure you cut and shred the bottom portion of the form. Do NOT retain a copy of the volunteer's Social Security number******

When do you keep the form and file it?

- If the volunteer is NOT directly supervising or responsible for the safety of a student(s).

(Ex: On-Site volunteering such as helping a teacher, reading to a classroom of students, PTSA officer/member, Parent/Relative Tag-Along for a field study, Office helper, etc.)

Volunteer Process:

1. Run Volunteer through Raptor
2. File Volunteer form for the current school year

All volunteers are under the immediate supervision and direction of a certificated person.

What is a Tag-Along?



A parent or relative who wants to independently attend a field study.

- They provide their own transportation to and from the Field Study
- They are not responsible for any students (including their own).
- If possible, the school should run their information through the Raptor system prior to the field study.

Reminder:

- All chaperones must be at least 21 years of age. (IJOA-R)
- All Volunteers will work with students under the immediate supervision and direction of a certificated person. (IJOA-R)
- Volunteers with Direct Supervision are approved once per school year.
- Background check results are dealt with on an individual basis pursuant to both District Policy and State Law.