

# School Volunteer Records Check

Kentucky Legislative House Bill 136 requiring all volunteers in public education to pass a criminal records check was recently enacted. Jefferson County Board of Education Policy KK was adopted to fill that legislative obligation.

## House Bill 136 Board Policy KK: School Visitors and Volunteers

### Visitors

Parents and others in the community are urged to visit the schools in order to participate in activities and gain a greater understanding of the operation of the schools and the school system. Visitors to schools shall adhere to procedures established by the superintendent.

### Volunteers

The board of education shall encourage assistance from parents and other community resource persons as volunteers to enrich and reinforce the instructional program. *Volunteers* are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work.

The District shall conduct, at district expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis or who have supervisory responsibility for children at a school site or on school-sponsored trips. Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers.

The superintendent/designee shall develop orientation materials to be provided to volunteers, as well as procedures for the encouragement and use of volunteers in the district. The orientation materials shall include appropriate school policies, safety, and emergency procedures.

**All information received will be held strictly confidential.**

## School Volunteer Records Check

**Please print or type the information clearly.**

Social Security Number: \_\_\_\_\_

Volunteer's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Maiden and/or Alias Name(s): \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School/Program Where Volunteering: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**THANK YOU!**