

Volunteers are persons who do not receive compensation for assisting in school or district programs. We welcome and value the contributions volunteers make to the district.

Volunteer Application Process

Volunteers, who wish to assist in the district on a scheduled and/or continuing basis, or have supervisory responsibility for children at a school site or on school-sponsored trips, or serve as volunteer coaches or nonfaculty assistants, shall prior to service, complete a classified employment application at the central office. The applicant will list job title as volunteer, the school/program applying to work and the specific job assignment requested.

Since persons volunteering as coaches and nonfaculty assistants require a criminal records check (CRC) through the Kentucky State Police, and all other volunteers require a criminal records check through the Administrative Office of the Courts (AOC), the volunteer applicant must be specific when listing requested job assignments on the application.

The central office receptionist will contact the school principal when a volunteer application is completed for his/her site. The principal will review, sign, date and indicate to accept or decline assignment of the volunteer applicant. Once a volunteer applicant is approved by the principal for placement, the central office receptionist will provide a copy of the application to the school and will keep the original application on file in the district volunteer assignment file. **Any sport or school program volunteer requires the approval of the principal.**

Criminal Records Checks for Volunteers Other Than Coaches or Nonfaculty Assistants

Once a school approves assignment of a volunteer applicant, the school shall then conduct a state volunteer criminal records check through the Administrative Office of the Courts (AOC) at a cost of \$10 per applicant. The criminal records check shall be paid by the assigned school or program.

However, the school or program may use donations from any source, including volunteers to pay for the cost of the records check. Volunteer payment is only acceptable if the applicant volunteers to pay. Volunteer applicants shall not be required to pay for the criminal check.

The volunteer is eligible to begin volunteer duties when an application is approved by the principal and a satisfactory criminal records check is received by the school.

Volunteers for district programs not under the supervision of school principals will be approved by the program coordinator and will follow the same protocol as school volunteers.

Coaches/Nonfaculty Assistants Criminal Records Check Requirements

Once the volunteer coach or nonfaculty assistant application is approved for volunteer assignment by the school principal in collaboration with the program coach or coordinator, **these volunteers in accordance with KRS 161.185 and KRS 160.380 must undergo the Kentucky State Police criminal records check that is required of district employee applicants.** This records check must be completed at the Adair County School District Central Office. **The regular volunteer criminal records check for other volunteers through the Administrative Office of the Courts (AOC) does not meet the laws governing the background check for this specific group of volunteers.**

The school or program approving the application is responsible for reimbursing the district the \$20 cost of the records check. However, the school or program may use donations from any source, including volunteers to pay for the cost of the records check. Volunteer payment is only acceptable if the applicant volunteers to pay. Volunteer applicants shall not be required to pay for the criminal check.

Volunteer Assignment

Once the principal approves a volunteer applicant and an acceptable background check is returned from the verifying agency, the principal or program coordinator will meet with the volunteer to review school expectations/procedures, a written description of job duties and a confidentiality statement requiring the volunteer's signature.

All assigned program volunteers that fall within a school setting must be approved by the principal, even if working with a specific program. All school or school program volunteer applications and required documents shall be kept in the school office.

At each school or program a volunteer is assigned, the principal will maintain a copy of each volunteer's application, a satisfactory criminal records check, written job duties and a signed confidentiality statement on file.

A copy of the volunteer application, satisfactory criminal records check, written job duties and signed confidentiality statement may be passed to other schools or programs to verify eligibility for the volunteer to offer services in other settings. At each school or program the volunteer is assigned; the principal or program coordinator will maintain a file of the before mentioned documents for each volunteer.

At the time of each new assignment, the principal or program coordinator must orientate the volunteer to school and program guidelines, job responsibilities and assign supervision by a certified school staff member.

The volunteer application and criminal records check will remain in effect ongoing unless the volunteer has a one year break in services.

Volunteers of Random Events Outside The School Setting

Volunteers who wish to be considered to assist with random events outside the school setting on a nonscheduled random basis, such as field trips, and who are not responsible for supervising children at these events, must complete and pay the cost of the state Administrative Office of the Courts (AOC) criminal records check. The school shall have a copy of a satisfactory criminal records check on file before the individual is eligible to participate in field trips or other random events outside of the school setting.

Volunteers Assisting With Random Events In The School Setting

Parents and others who assist with random events in the school setting under the direct supervision of certified staff and who are not responsible for supervising children are not required to complete a criminal records check.

College Students

Teacher education students or students enrolled in an educational institution, who participates in observations and educational activities under the direct supervision of a local school teacher or administrator in a public school are not considered volunteers and are not subject to a criminal records check.

Student Teachers

Student teachers before being eligible to student teach, are required to complete the same criminal records checks as required of new district employees (Kentucky State Police and federal background checks). The student teacher bears the responsibility for payment of the fees for these checks. The college and the Adair County School District maintain a copy of the criminal record checks for students assigned in the district.

Lindsey Wilson College And Other College Student Volunteers

College students, including Lindsey Wilson College (LWC) Bonner Leaders and LWC practicum nursing students volunteering in the school setting on an ongoing basis will complete a student volunteer data form and an Administrative Office of Courts (AOC) volunteer criminal records check at the school of assignment. The LWC Bonner Program and School of Nursing Program will pay the cost of criminal checks for volunteers placed in the Adair School District.

All other college student volunteers will be paid by the college of enrollment or by the school or program approving the student assignment (all assigned program volunteers that fall within a school setting must be approved by the principal).

Once an acceptable background check is received by the school for the student volunteer applicant, the principal or program coordinator will meet with the volunteer to review school expectations/procedures, a written description of job duties, confidentiality statement requiring the student's signature and assign the student under the supervision of a certified school staff member.

A copy of the student's personal volunteer data form, satisfactory criminal records check and signed confidentiality statement may be passed to other schools or programs to verify eligibility for volunteer status in other settings. At each school or program a LWC Bonner Leader or other college student volunteer is assigned; the principal or program coordinator will maintain a file that includes a copy of each student volunteer's data form, a satisfactory criminal records check, written description of job duties and a signed confidentiality statement. At the time of each new assignment, the principal or program coordinator must orientate the volunteer to school and program guidelines, written job responsibilities and assign supervision by a certified school staff member.

Work-Based Site Supervisors

Work-based learning site supervisors are considered volunteers. Pursuant to [KRS 160.380](#) and [KRS 161.148](#), prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

Volunteer Supervision

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.

Accountability

Schools shall keep a record of each volunteer's assignment, the hours s/he has volunteered, and the effectiveness of the services provided.

School Volunteers Must:

- Follow volunteer policy and procedure.
- Be familiar with school and district policies including guidelines in the employee manual.
- Maintain confidentiality of information (sign an affidavit of confidentiality nondisclosure).
- Sign-in and out at the main office or designated volunteer sign-in/out area upon entering and leaving the school or volunteer location.
- Wear appropriate name tags for proper identification. Name tags shall be distributed to each volunteer or made available at the sign-in area or main office.
- Follow school dress code.
- Be regular and punctual in attendance. If unable to report for assigned duty, the volunteer shall contact the school office as soon as possible.

Liability Insurance Coverage

Volunteers who are hired to volunteer in the district on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a district employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Acceptable Criminal Record Check Guidelines

Applicants with the following convictions shall not be authorized to volunteer:

1. All sex-related offense crime convictions or guilty pleas regardless if a misdemeanor or felony charge.
2. All offense convictions against minors.
3. All violent crime offense convictions or guilty pleas. "Violent crime" means conviction of the commission of a capital offense, Class A felony, or Class B felony involving the death or serious physical injury of the victim, rape, or sodomy.
4. All felony offense convictions against person or property.
5. All felony alcohol or drug offense convictions or guilty plea within the past four (4) years from the date of the criminal records check.
6. All misdemeanor alcohol or drug offense convictions or guilty plea within the past two (2) years from the date of the criminal record check.
7. All deadly weapon-related offense convictions.
8. Notwithstanding a potential volunteer's ability to satisfy the above criteria, the district has the authority to decline the services of any volunteer whom the District Volunteer Coordinator or Principal believes presents a detriment to the school, staff, or students. Any volunteer who is rejected under this provision may request a review of the decision by the Superintendent. The Superintendent's decision shall be final.

District School Funding of Volunteer Criminal Records Checks

Schools are to setup an account with the Administrative Office of the Courts (AOC) and designate funds to process volunteer criminal records for their school site (**AOC Records Unit at recordsunit@kycourts.net or (800) 928-6381**).

Volunteer coaches or nonfaculty assistants require a criminal record check through the Kentucky State Police that must be processed at the Adair School District Central Office (the school or program authorizing the volunteer will be responsible for paying for the cost of the CRC).

Each school year, the District will budget funds for each school to pay for five (5) general school volunteer criminal records checks at a cost of \$10 each. To receive these funds, schools must provide documentation of payment to the Administrative Office of the Courts (AOC) for up to five (5) volunteers. This does not include volunteers in specific programs or coaches and nonfaculty assistants.

**ADAIR COUNTY SCHOOL DISTRICT VOLUNTEER
CONFIDENTIALITY NONDISCLOSURE STATEMENT**

Volunteer Name: _____ Address: _____
School of Assignment _____
Phone: _____ E-Mail: _____
If a College Student Volunteer, List College of Enrollment _____

I understand that the performance of my assigned tasks as a volunteer in the Adair County School District may involve a need to access and review confidential information, including data protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing federal regulations found at 34 C.F.R. Part 99; that my request for access to this information will be evaluated under the federal and state requirements under FERPA; and, that I am required to maintain the confidentiality of this information and prevent any re-disclosure prohibited under the law as stated below.

Access to Confidential FERPA-Protected Information

By signing this document I acknowledge my responsibility to maintain the confidentiality of this information and agree to the following:

- I will not permit access to confidential FERPA-protected or other confidential information to persons not authorized by the school district.
- I will maintain the confidentiality of the data.
- I will not reveal any individually identifiable information furnished, acquired, retrieved or assembled by me or others for any purpose other than statistical purposes specified in the school district survey, project, or proposed research.
- I will report any known instances of missing data, data that has been inappropriately shared, or data taken off site to the school district.

I understand that procedures must be in place for monitoring and protecting confidential information.

- I understand and acknowledge that FERPA-protected information obtained under provisions of FERPA as a volunteer of the school district is confidential information.
- I understand that any unauthorized disclosure of confidential FERPA-protected information is illegal as provided in the FERPA. The penalty for unlawful disclosure is a fine of not more than \$250,000.00 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both.
- I understand that any personal characteristics, that could make the student or his/her family's identity traceable or re-identifiable, are protected.
- In addition, I understand that any data sets or output reports that I may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of sign-on/password(s).

Volunteer Signature

Date

School District Representative Signature

Date

Adair County Schools

(Board Review: 9-20-12)

College Student Volunteer Application

No matter how much or little time you can give, many volunteer opportunities exist in our schools. Please complete the information below to assist us in placing you in the most suitable position. Thank you for your interest in our schools!

Please complete each section as thoroughly as possible.

Name (First, Middle and Last)		Date of Birth	Social Security #	
Home Address	City	State	Zip Code	
College of Enrollment	College Resident Address (if applicable)		City	State
Phone number(s) the applicant can be reached			E-mail Address	

Please list any alias, maiden or variation of given name used _____ Driver's License # _____ State of Issue _____

School where you would like to volunteer _____ Program(s) you would like to volunteer _____

List which days and the specific times of day you are available to volunteer _____

List your college major and minor _____

List your academic strengths and/or interests _____

List extra-curricular activities you are involved in college _____ List high school extra-curricular activities _____

Are you comfortable tutoring students? Yes No If yes, list academic subjects preferred _____

If no, do you prefer to provide general assistance to school staff? Yes No

Do you feel you would work well with students with special needs and/or disabilities? Yes No

Why? _____

What grade level(s) do you feel you would work with best? Elementary (P-2) Intermediate (3-6)

(Check all grade levels of interest) Middle (7-8) High (9-12)

*Please attach a college transcript, if you've completed one year of college or a high school transcript, if less than one year of college.

List three work or volunteer experiences

Organization/Business	Position	Work/Volunteer		Organization	
		From	To	Contact	Phone

List three personal references that are not relatives

Name	Telephone Number	Years Known

Volunteer Signature _____ Date _____

*The Adair County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of Superintendent, Adair County Public Schools, 1204 Greensburg Street, Columbia, KY 42728 (270) 384-2476.

For School Use Only

School Approval of Placement of Volunteer Applicant? Yes Not at This Time

School Principal Signature _____ Date _____

Program Assignment _____ Job Assignment _____

*No volunteer assignment is to be made without a satisfactory Criminal Records Check being on file in the school.



YOUTH LEADER REQUEST

MAIL REQUESTS TO:
**ADMINISTRATIVE OFFICE OF THE
COURTS
RECORDS UNIT
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
502- 573-1682 or 800-928-6381**

The process to obtain the information contained in CourtNet is as follows:

Individuals serving as Youth Leaders

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUAL'S INFORMATION CLEARLY

SOCIAL SECURITY NUMBER: _____ DLN: _____

NAME _____

MAIDEN NAME(S) AND/OR ALIAS: _____

DATE OF BIRTH: _____

STREET ADDRESS / P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

*I understand that failure to accurately provide the information requested may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing. * ALL INFORMATION BELOW IS REQUIRED.*

Requestor/Contact Person	Date
Agency	Phone Number
Address	E-mail Address
City, State, Zip	