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## VOLUNTEER BACKGROUND CHECKS

Starting the 2014-2015 school year, all volunteers must complete a volunteer application form/background check which must be approved prior to volunteering. Volunteer background checks are evaluated and are valid for three (3) years. After three (3) years volunteers will be required to complete a new volunteer application form and the status as a volunteer will be re-evaluated.

Highly confidential volunteer background checks will be completed by a designated school secretary or administrator using the State of Indiana Police criminal records database and the sex offender catalogue. This form must be completed prior to the event in which the volunteer chooses to participate. There is no cost to the applicant. All volunteers must agree to disclose any charge or conviction (other than traffic offense) that occurs during the three-year interim.

**This policy takes effect on Monday, September 14, 2014.** We strongly encourage you to complete this form as soon as possible to assure your status as a volunteer. Upon a successful review, each volunteer will receive an e-mail link allowing them to provide input regarding their volunteering interests and talents. We deeply appreciate your willingness to help our students and teachers.

The Principal or a designee reserves the right to allow the volunteer's participation based on the information in the volunteer background check. When evaluating volunteer background checks, the Principal or a designee shall consider the following factors:

- A. The nature of the offense
- B. The disposition of the offense (e.g., conviction, pending charge, dismissed charge, etc.)
- C. The amount of time that has elapsed since disposition of the offense
- D. Whether any information on the volunteer background check has not been disclosed or misrepresented when compared to the volunteer application form
- E. Whether, in the Principal or designee's discretion, any information on the volunteer background check is otherwise reasonably likely to place student safety at risk or adversely impact the orderly function of school operations.

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If an individual is not permitted to volunteer in our schools and the information in the individual's volunteer background check subsequently changes or is updated, the volunteer's status will be re-evaluated upon submission of an updated application by the volunteer. An appeal process is available through the Human Resources Administrator, Dr. Michael Whitman.

The following are a few examples, not an inclusive list, of when a volunteer background check is required.

**Volunteer background checks are required for:**

- A. Attending or assisting with class parties
- B. Assisting school staff in the classroom or school building
- C. Attending class trips
- D. Any time a volunteer is alone or with children
- E. When requested by school administrator

**Volunteer background checks are NOT required for:**

- A. School sponsored performances and events such as: Holiday Programs, Concerts, Meet the Teacher Night, Muffins with Moms, Donuts with Dads, All Pro Dads, lunch with child, etc.
- B. General parent information meetings including parent-teacher conferences

ACSC will continue the current practice that requires all volunteers **who** attend and overnight fieldtrip to complete a more comprehensive background check at their personal expense of \$28.

The Avon School Corporation appreciates and values your commitment to enhanced school safety and security.

Respectfully,

Margaret Hoernemann, Ph.D.  
Superintendent of Schools