

Background Check Guidelines for Volunteers

Western School Corporation

Effective for the 2016-2017 school year, all individuals wishing to volunteer at Western School Corporation will be required to have an expanded criminal background check. This check will include a State level criminal history check and a search of the national sex offender registry. The background check will be run on any individual who wishes to have direct supervisory contact with students including, but not limited to: supervising a student or group of students on a field trip or attending a classroom party (ex: Fall or Valentine's Day parties). In the event an offense shows up on an individual's background check, Western School Corporation will utilize the following criteria as a guideline as to whether or not an individual can volunteer at Western School Corporation.

- Drugs (dealing): **Lifetime restriction; may not volunteer at Western School Corporation**
- Convicted Sex Offender: **Lifetime restriction; may not volunteer at Western School Corporation)**
- Felony or pending charges for a Felony with the exception of the two above offenses (dealing drugs or convicted sex offender): **May not volunteer if within past 10 years**
- Misdemeanor Charges including, but not limited to: **May not volunteer if within the past 5 years**
 - Crime against another person (ex: battery)
 - Drug/Alcohol (consuming or possession of)
 - Theft or Conversion

*If an individual has multiple offenses on their record, dependent on the severity of the offenses, they may not be able to volunteer at Western School Corporation.

*If we are aware that the charges are pending or the individual has been convicted, the individual will be unable to volunteer.