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.*