



METROPOLITAN SCHOOL DISTRICT OF PERRY TOWNSHIP

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MSD of PERRY TOWNSHIP VOLUNTEER POLICY

SCOPE: Volunteers who in the course of performing their service and have access to vulnerable populations, specifically minor children less than 18 years of age. This policy will cover **all** volunteers who volunteer on a regular basis with “ongoing contact” with students. Such volunteers consist of:

- Volunteers who are with children on a regular basis
- Tutoring/Mentoring
- Coaches
- Extracurricular sponsors
- Volunteers who chaperone overnight trips/ or are attending field trips and have sole responsibility over a group of students or any student other than their own child.

PURPOSE: To establish a pre-screening program and an ongoing evaluation process to protect the students we are attempting to serve.

POLICY: It is the policy of Metropolitan District of Perry Township (MSDPT) to promote an environment in which the students we serve do so in safety and without fear in an atmosphere of trust and respect. MSDPT, therefore, requires a Limited or Expanded criminal history of volunteers who will have as part of their duties access to minors under the age of 18. Volunteers must wait until after their background screening process is complete to begin their volunteer assignment. However, the volunteer must contact MSDPT if there are any personal arrests or filing of criminal charges while serving as a volunteer. At their school each year, the volunteer must complete as an attachment that there have not been any arrests or criminal charges since their last volunteer assignment.

Volunteers will be interviewed by administrators, teachers and/or Personnel when deemed appropriate. Personnel may maintain a pool of volunteers that may be used at any event/building. The school will maintain the forms for the background check, and direct the volunteer to take the form along with a money order for \$18.00 to Personnel. Personnel will perform the background check. The background checks usually take 5-7 days. Background checks will be maintained in Personnel with a copy kept at the school building. The building principal will maintain a list of all current volunteers.