

### VOLUNTEERS

The School Board recognizes that volunteers in the school provide greater personal attention to the unique needs of students. Moreover, utilizing volunteers provides an opportunity to promote community interest in, and contribute to the public understanding of, the operation of the Corporation. Therefore, the Board endorses the concept of utilizing community volunteers who are willing to devote time and talent to the Muncie Community Schools (MCS).

The Director of Public Education and Chief Executive Officer and designees shall be responsible for recruiting volunteers, reviewing the capabilities of each applicant, and making appropriate placements. They shall not be obligated to place volunteers whose abilities or background are not in accord with Corporation needs or interests.

Each volunteer who may be in direct contact with students will be required to submit to a background check annually (at the volunteer's expense unless that expense is waived by the Corporation) which shall include:

- A. an expanded criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. a check of the national sex offender registry maintained by the United States Department of Justice or the sex offender registries of all fifty (50) states;
- D. a detailed background history including all prior employment and volunteer position;  
and
- E. an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

This check will be completed through the MCS human resources webpage or as otherwise determined by MCS.

Ball State University (BSU) students and faculty participating in academic programs, projects or activities with Muncie Community Schools (MCS) must have an expanded criminal history check completed through BSU.

Parent volunteers not working directly with students and under the supervision of MCS personnel when volunteering in MCS will need to have a limited criminal history background done through MCS as part of the volunteer application process.

The procedures shall ensure that information and records obtained from these inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

One time “Special Guest Speakers” or individuals making presentations to students, who will be supervised by MCS personnel, are not required to provide MCS a criminal history check.

The Director of Public Education and Chief Executive Officer or designees is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. may be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. Is required to report any arrests, the filing of criminal charges against him/her, or convictions for a crime while serving as a volunteer (except for minor traffic offenses); and
- E. is required to report any substantiated report of child abuse or neglect of which s/he is the subject.

The Director of Public Education and Chief Executive Officer also shall ensure that each volunteer receives thanks and appreciation for the volunteer's time and efforts.