

Welcome back to a New School Year!

Since we last spoke, we had the opportunity to meet with Administration regarding the current background processing of our Volunteers. The process is currently being reviewed by Staff and Administration to make sure we are doing everything possible to ensure our students' safety.

To that end, we would like to standardize the process for everyone, following Board of Education policy. For those of you that have Raptor, that means that you will continue to check the Identification of your Visitors and Volunteers against it. For those of you that do not have Raptor, we have included the link to the Colorado Bureau of Investigation. We have attached a Checklist for you to follow when processing the Volunteer Background Application.

Once completed, keep your records on site for the school year.

If you have any questions regarding parent background checks, please feel free to contact the Security Manager for your school:

Carol Rosenoff – 303-387-0375

David Marti – 303-387-0327

Craig Harvey – 303-387-0396

If you have questions regarding community member background checks, please call Stephanie Oberley at 303-387-0377.

Thanks for all your help!

VISITORS AND VOLUNTEERS IN THE SCHOOLS – REGULATION

Policy Number: Superintendent File: KI-R

The Superintendent values the presence in the district of volunteers who support district educational programs and activities. Therefore, the Superintendent authorizes the use of volunteers as follows:

1. When they perform duties on behalf of the school district under the direction of school district personnel, in a district school or in other district facilities, and/or during the regular school day. All volunteers must complete a volunteer agreement form prior to volunteering.
2. When they perform duties on behalf of the school district outside a district school or other facility and/or outside the regular school day, under such conditions as the Superintendent may impose.
3. Not allow staff or non-students wishing to volunteer to complete useful public service as condition of criminal or traffic procedures.

The Superintendent reserves the right to require background checks and/or fingerprinting of volunteers in accordance with the above and in other situations as circumstances require. The Superintendent or designee shall determine when such circumstances exist.

Each school shall follow established procedures for registering the presence of volunteers in the building. Each school shall communicate applicable district policies and procedures to authorized volunteers who work in the district on a regular basis.

In addition to the above requirements, the school shall check the names of any parents, legal guardians, and relatives of students who volunteer their time in the classroom or school against the Colorado Bureau of Investigation Convicted Sex Offender website (<http://sor.state.co.us/default.asp>) before allowing the person to perform volunteer services.

Volunteers in the school who do not have a legally recognized family or guardianship relationship to a student in the school shall be required to complete the District's approved personal information form and have a background check performed through the District's Volunteer Screening Process before volunteering in the school.

All volunteers for overnight trips must have the necessary paperwork required by Risk Management to include background checks prior to volunteering.

Adopted: February 26, 2007

Revised: July 2, 2009

LEGAL REFS:

CSR 24-10-103(4)(a) (Colorado Governmental Immunity Act - definitions)

Volunteer Background Checklist

Date _____

School _____

Applicant _____

- Parent Volunteer

- CBI Check Performed <https://apps.colorado.gov/apps/dps/sor/>
Choose Search
Submit the User Agreement
Fill in the fields and Search
- CBI results: Attached
 - Approved
 - Denied
- Retain completed checklist on site (1yr)

- Community Volunteer

- ID photocopied and attached to application
- Social Security Number (If out of State ID only)
- CBI Check Performed <https://apps.colorado.gov/apps/dps/sor/>
Choose Search
Submit the User Agreement
Fill in the fields and Search
- CBI results: Attached
 - Approved
 - Denied

** If information is returned to you by CBI that could constitute a denial, please contact Security at 303.387.9999 for guidance*

- Email Application / Copy of ID / Checklist to volunteer-backgroundsusergroup@dcsdk12.org
- Security Emails Approval / Denial to School

Employee Signature _____ Date _____