



UTICA COMMUNITY SCHOOLS

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Utica Community Schools Volunteer Background Checks Information:

- Any prospective volunteer of Utica Community Schools including those who will be supervising students, working with students, chaperoning field trip, etc. must complete a Criminal History Check Form and be cleared prior to any volunteer services.
- The principal or principal's designee at the point of intake should review the form to ensure appropriate information is completed accurately and legibly prior to submitting to Human Resources.
- Restriction and/or denial of volunteering occurs if a criminal background is found to be of question (see below). Human Resources will notify the building administrator of any prospective volunteer who is to be denied or restricted in volunteer access.

Typical functions that are not to be permitted when volunteer privileges are restricted:

- May not directly supervise nor be responsible for students
- May not directly oversee students as an offsite chaperone
- May not directly oversee students as a before/after school club sponsor or chaperone
- May not directly oversee students during the school day. This would include times in which a teacher may divide the class into groups where some go to an alternate area such as a Science Lab or Research Center with a volunteer while the teacher is with other students back in the classroom
- May not ride a UCS bus to an offsite trip or event

In the event this individual is a parent or guardian in your school community and wishes to be involved in his/her child's school activities, some access may be granted including:

- May attend an offsite trip as a guest provided the teacher is aware he/she is attending. Guest must drive self and must not have direct chaperoning responsibilities for any child other than his/her own.
- May attend school functions as a guest, including community activities, athletics, theater and concert performances, competitions, etc.
- May attend classroom functions as a guest including student presentations, holiday parties, etc. when serving in a non-supervisory role or if only supervising his/her own child.

Denials for volunteer privileges typically stem from:

- A convicted felony violation of any type
- A convicted misdemeanor violation involving any one of several UCS identified 'cautionary' charges such as drugs, weapons, violence, embezzlement, etc.
- Multiple DUI convictions
- Other convictions deemed 'cautionary' per UCS Human Resources