

School Volunteers

Section 1. Intent. It is the practice of East Allen County Schools to promote and encourage school volunteers in order to expand and enhance parental and community involvement with EACS schools while maintaining an adequate level of safety and security in EACS schools.

Section 2. Definition of School Volunteer. The term “school volunteer” shall include any individual who volunteers services at an EACS school that involves contact with, care of, or supervision over a student enrolled in any EACS school. The term “school volunteer” does not include a parent or legal guardian who is accompanying his or her child’s class on a field trip or on another type of occasional extra-curricular activity and who will not be assigned supervisory responsibilities over any students other than the individual’s own child or ward.

Section 3. Limited Criminal History Check Required. Human Resources will review the results of the expanded criminal history check to determine if any convictions noted would disqualify the applicant for employment with East Allen County Schools as outlined in Section 5 below. As part of this review, Human Resources will review the application for employment submitted by the applicant. Failure to answer questions truthfully regarding ones criminal history on the application will result in termination regardless of whether the dishonesty was discovered before or after a final offer of employment is made. Section 4. Frequency of Limited Criminal History Check. All individuals wishing to be an EACS school volunteer must submit to a limited criminal history check each school year.

Section 5. Disqualifying Convictions.

The following convictions shall permanently disqualify an individual from serving as an EACS school volunteer:

1. Murder (IC 35-42-1-1)
2. Causing suicide (IC 35-42-1-2)
3. Assisting suicide (IC 35-42-1-2.5)
4. Voluntary manslaughter (IC 35-42-1-3)
5. Reckless homicide (IC 35-42-1-5)
6. Aggravated battery (IC 35-42-2-1.5)

7. Kidnapping (IC 35-42-3-2)
8. Criminal confinement (IC 35-42-3-3)
9. A sex offense under IC 35-42-4
10. Carjacking (IC 35-42-5-2)
11. Incest (IC 35-46-1-3)
12. Child selling (IC 35-46-1-4(d))

The following convictions shall temporarily disqualify an individual from serving as an EACS school volunteer for the period of years listed:

1. Arson (IC 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
2. Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
3. Neglect of a dependent as a Class B felony (IC 35-46-1-4(b)(2)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
4. Contributing to the delinquency of a minor (IC 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
5. An offense relating to controlled substances under IC 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
6. An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
7. An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5, unless five (5) years have elapsed from the date

the individual was discharged from probation, imprisonment, or parole, whichever is later.

8. An offense that is substantially equivalent to any of the offenses listed in this section in which the judgment of conviction was entered under the law of any other jurisdiction.

Section 6. Duty to Disclose Subsequent Conviction. All EACS school volunteers must report any subsequent conviction for any disqualifying offense to the EACS Director of Human Resources. Any failure to make such a disclosure will result in permanent disqualification as an EACS school volunteer regardless of the nature of the offense for which the individual was convicted.

Section 7. Assignment and Duties/Limitations. Suitable assignments, consistent with the abilities of the volunteers and the needs of the school, shall be determined by the building principal. No volunteer shall be assigned to work one-on-one with the volunteer's own child on any academic assignment. A volunteer may supervise playground activities only if a member of the school's staff is also on playground duty.

Section 8. Supervision. The building principal, or the supervising teacher, shall provide the volunteer with clear standards of expected performance.

Section 9. Confidentiality. Volunteers shall not disclose confidential information to which the volunteer may have access in the classroom or school. Volunteers whose assignments may involve access to confidential student information shall execute a confidentiality agreement. At the principal's discretion, other volunteers may be required to execute a confidentiality agreement.

Section 10. Incidental Adult Visitors. This Guideline shall not apply to adults who visit an EACS school but have no ongoing individualized interaction with a student or students, including but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical or other artistic performance, or to participate in any "Principal for a Day" program.