

Background Checks for Volunteers

The Altoona Board of Education recognizes that volunteers make many valuable contributions to our schools. The Board endorses a volunteer program in the schools subject to suitable regulations and safeguards.

In July 2002, the Altoona Board of Education adopted policy and rules requiring the administration to complete criminal background checks for not only employees and potential employees, but also for volunteers who work at school with students prior to their assignment in the schools.

Procedures

All potential employees and volunteers will provide the required information on the Pre-Employment/Volunteer Background Check Information Sheet

A designated employee conducts the confidential background checks through the Wisconsin Department of Justice. If a conviction or pending charges are found, a determination will be made whether or not to reject the volunteer based upon:

1. The circumstances and nature of the conviction or pending charge, and
2. Whether the circumstances of the conviction or pending charge substantially relate to the nature of the placement.

If further information is needed, the school district may request conviction records not available from the Department of Justice from the arresting police department, county sheriff's department, etc.

If it is determined that a conviction or pending charges do substantially relate to the nature of the placement, a copy of the conviction report will be provided to the volunteer upon request.

Thank you for your cooperation.