

**Lexington County School District One  
Volunteer Services Background Check Procedures**

Lexington County School District One will perform a background check on all new employees, whether employed on a full-time, part-time, regular, interim or temporary basis, and all volunteers, including coaches, mentors, chaperones, and those serving in any other capacity resulting in direct interaction or contact with students, using the National Sex Offender Registry. This registry can be accessed online at no charge.

Individuals whose names appear on the National Sex Offender Registry will not be permitted to serve in the District in any capacity. Additionally, the District will not employ individuals or allow individuals to volunteer in any capacity, who have been required to register as sex offenders pursuant to S.C. Code Ann. § 23-3-430. Should an individual whose name appears on the National Sex Offender Registry wish to provide additional information relevant to his/her designation on said registry, the District will consider the matter on a case by case basis.

Individuals who volunteer for an extended period of time for extracurricular activities (i.e., coaches, band volunteers, camp volunteers, etc.) must complete an Extracurricular Application (HR 62c) and be approved by the Principal and, in the case of coaches, the Athletic Director. This application is submitted to the Office of Human Resources. The Principal will be notified when a SLED check has been completed.

Effective: July 20, 2010

**Definition:** A volunteer is any person providing services for or on behalf of Lexington County School District One, on the premises of district property, or at a school-sponsored or school-related activity on or off school property, who does not receive compensation or benefits.

## Procedures:

1. Volunteer completes a Volunteer Profile Form for each school where volunteer will provide services. Each school will also collect any other information needed from the volunteer.
2. Volunteer returns Volunteer Profile Form to the School Volunteer Coordinator or principal's designee.
3. Schools use the Raptor system to check the National Sex Offender Registry and run a background check on all volunteers entering a school.
4. The printed volunteer badge will serve as verification of approval for the volunteer to enter the building/event. The volunteer badge should include a photograph, date, time and purpose of the visit to the school or event. Each volunteer should wear his/her badge at all times.
5. Chaperones for overnight trips should complete a Volunteer Consent Form and a Volunteer Profile Form. The Volunteer Consent Form is submitted to the Office of Human Resources so that a SLED background check can be conducted. As soon as a SLED background check is complete, the Office of Human Resources will notify the school.
6. For special events pre-approval is required for volunteers/chaperones. Background checks on volunteers for special events are conducted as follows:

**Field Studies** — Background checks on the National Sex Offender Registry should be included as a part of the school's field study procedures. A list of volunteers and their driver's license numbers should be submitted to the school office three days prior to the field study so that manual background checks on the National Sex Offender Registry can be conducted. Each volunteer/chaperone should wear a school issued volunteer badge at all times. For overnight trips, volunteers should wear a photograph identification badge.

**Athletic Events** — The principal or his/her designee will be responsible for making sure that a National Sex Offender Registry background check has been conducted on each volunteer at least once each semester and prior to beginning service each semester. Each volunteer/chaperone should wear a school-issued permanent photograph identification volunteer badge at all times.

**Band Events** — The principal or his/her designee will be responsible for making sure that a National Sex Offender Registry background check has been conducted on each volunteer at least once each semester and prior to beginning service each semester. Each volunteer/chaperone should wear a school-issued volunteer badge at all times.

7. If a volunteer's driver's license is scanned and is matched against the National Sex Offender Registry, office personnel will notify a school administrator immediately.

