

# Henderson County Schools

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www.henderson.kyschools.us



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## 2019-2020 VOLUNTEER BACKGROUND CHECK INFORMATION

Henderson County Schools is committed to ensuring that we maintain a safe learning environment for our students, staff, and community.

Kentucky statute (KRS 17.160) requires that Henderson County Schools perform a criminal background check (**Youth Leader Request**) on all individuals who request to serve as a volunteer in our schools. This includes anyone who assists students in or out of the classroom, works in close proximity to students, chaperones or supervises students during school activities or events (including field trips), or has access to classified or personal information.

Volunteers must complete the **Youth Leader Request Form**, return the form to the school or to the Henderson County Board of Education, **along with cash, cashier check or money order in the amount of \$10.00 made payable to Henderson County Schools.**

In compliance with 922 KAR 1:470 and the Cabinet for Health and Family Services (CHFS) a report will be issued stating that the applicant has no findings of substantiated child abuse or neglect. All volunteers must complete a **CAN Check (Child Abuse or Neglect Check)**. The applicant **must enclose a check or money order for \$10.00 made payable to "Kentucky State Treasurer"** along with completed application and return to the school or to the Henderson County Board of Education.

The Youth Leader Request Form and the CAN Check form can be found on our district website at [www.henderson.kyschools.us](http://www.henderson.kyschools.us) under Resources/Volunteers. **Both forms must be completed for all new volunteers and completed every 3 years for current volunteers.**

Anyone visiting Henderson County Schools must bring identification and sign in at the main office of each school/building. Parents/Guardians/Community members visiting to eat lunch/drop off items/attending programs or events are not required to complete the Youth Leader Request or the CAN Check but **must** sign in as a visitor.

We believe that the involvement of volunteers is a vital component of our success and we do not want the costs associated with the background checks to be a limiting or restrictive factor. For that reason, if you plan to be a regular volunteer and assistance is needed with the cost, please contact the school for financial assistance.

*Equal Educational and Employment Institution*