

# Background Check Procedure

Grant County Board of Education  
820 Arnie Risen Boulevard  
Williamstown, KY 41097

# KRS 160.380 and KRS 161.148

- **KRS 160.380** Requires national and state criminal history background checks on applicants, new hires, and school-based decision-making council parent members. Below are the subsections from KRS 160.380 that address each group:
- (5)(a) A superintendent shall require a national and state criminal background check on all new certified hires in the school district and student teachers assigned within the district. Excluded are certified individuals who were employed in another certified position in a Kentucky school district within six (6) months of the date of hire and who had previously submitted to a national and state criminal background check for the previous employment.
- (b) The superintendent shall require that each new certified hire and student teacher, as set forth in paragraph (a) of this subsection, submit to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation.
- (6)(a) A superintendent shall require a state criminal background check on all classified initial hires.
- (b) The superintendent shall require that each classified initial hire submit to a state criminal history background check by the Department of Kentucky State Police. If an applicant has been a resident of Kentucky twelve (12) months or less, the superintendent may require a national criminal history background check as a condition of employment.
- (7) The superintendent may require a contractor, volunteer, or visitor to submit to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation.
- (11) A school-based decision-making council parent member, as defined under KRS 160.345, shall submit to a state and national fingerprint-supported criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation.
- **KRS 161.148** (4) states, "Each local board of education shall develop and adopt a policy requiring a state criminal records check on all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips."



# Grant County Schools District Policy

## RECORDS CHECK

- The District shall conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The District shall arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose.
- After the initial criminal records check, background checks shall be conducted every five (5) years.
- Pursuant to [KRS 160.380](#), the Superintendent/designee also may require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.
- No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

# In Order To Maintain Safety Of All Grant County Students

**\*All individuals who plan to volunteer in any of the Grant County Schools in any capacity, including attending school field trips, are required to complete a background check through the Grant County School system every five years.**

**\*Grant County Schools have the right to ask any volunteer to resubmit a crime check for approval at any time.**

**\*In addition to completing a background check, individuals will also need to attend a Volunteer Training and sign the Volunteer Agreement Form prior to attending any field trip or volunteering in the school. All individuals will receive a Volunteer Handbook when they attend the training. Volunteer training is required every year.**

**\*For more information regarding Volunteer Training, please contact the school's secretary or Family Resource Youth Service Center Coordinator.**



# Who Needs To Submit a Background Check?

Any Kentucky resident over the age of 18 who wants to volunteer in the school in any capacity, including attending or chaperoning a school field trip, must submit a background check.

***\* Applicants must reside in the State of KY to submit an application.***

# The Application Process

## Step 1:

### The Application

1. Individuals who want to submit an application for a background check must meet in person with their child's school Family Resource Youth Services Center Coordinator (FRYSC) to complete the application.
2. Individuals will complete an application and provide the FRYSC Coordinator with their driver's license so that a copy can be made.

## Step 2:

### Application Submitted

1. The FRYSC Coordinator will submit the information provided on the application to the appropriate designated staff at the Grant County Board of Education.
2. The appropriate designated staff will then submit the information supplied on the application to the Administrative Office of the Courts in Frankfort, KY.

## Step 3:

### Application Results

1. Results are generally received at the Grant County Board of Education within 30 days.
2. You can call the school FRYSC Coordinator or the designated staff at the Grant County Board of Education to learn if the background check results have been received.



# Chaperones For School Field Trips

## Chaperones

- All individuals attending a school field trip must have a current background check on file.
- Parents will not attend school field trips if they are not chaperones. A field trip is an extension of the classroom. Therefore, just as we would not have a classroom full of parents during instructional time, we would not have extra parents with the class on a field trip.

**\*If you do not have a current background check on file you can still take your child to the public venue with the following understanding:**

1. You are responsible for all expenses.
2. You are responsible for your own travel.
3. You will not be permitted to "shadow" the group or participate in any scheduled activities with the school group.
4. Your child will be given an unexcused absence from school for the day (s) of the field trip.

# Additional Information

## Please note:

- Plan ahead - it can take 30 days to complete the process and receive results.
- Background check applications cannot be taken home to be completed.
- Background checks cannot be completed on individuals who do not reside in Kentucky.
- Background checks cannot be completed for anyone other than yourself.
- Background checks should be completed at the beginning of the school year.
- Background checks are valid for 5 years.
- Teachers and school staff are unable to process or submit a background check.
- Only the FRYSC Coordinators and designated staff at the Grant County Board of Education have the ability to provide you with information regarding results or date of expiration.
- Background check results are generally received within 30 days of submitting the information to the Administrative Office of the Courts in Frankfort, KY.