Dear Parents, Guardians and Community members:

Volunteering in schools is a wonderful, beneficial experience that rewards not only the students and the teachers, but also the volunteers themselves. It provides an opportunity to create positive relationships and support schools in succeeding in their overall goal of student achievement.

Boulder Valley School District understands that it is our responsibility to ensure the safety of our students. To promote a safe, nurturing, and supportive educational environment in which students can pursue their educational goals, Boulder Valley School District will maintain a background screening program for Level 2 and 3 volunteers as part of the approval process for volunteering in certain school activities and events. See Superintendent Regulation IJOC-R on the reverse side. All Level 2 and 3 volunteers are required to complete background screening prior to performing any volunteer work within the District. Your school contact can tell you whether you are a Level 2 or 3 volunteer.

The BVSD volunteer background screening program is maintained by a company called TCLogiQ. The information obtained from the background screening will be used for the sole purpose of determining eligibility of volunteering in Boulder Valley School District and will not be shared or given to any other agency. Any information obtained will remain confidential. Once a volunteer is approved through the online screening program, he/she will be approved to volunteer at any (non-charter) school within BVSD during that school year.

Adults requesting to be considered Level 2 or 3 volunteers in BVSD must complete the online background screening at the following website: www.tclogiq.com/bvsdv or by calling TCLogiQ at 877-825-6447. The cost of the background screening is $17.00 plus applicable state fees. Any volunteer needing clearance to transport students will be required to pay $22.50. TCLogiQ will accept payment through the online payment service Authorized.Net – MasterCard, Visa, Discover and American Express will be accepted. Other forms of payment are also accepted and can be arranged through TCLogiQ at 877-825-6447. This background screening is valid only for the current academic year.

In lieu of the yearly TCLogiQ background screening, adult volunteers may submit a fingerprint card (can be obtained at local police station) along with a check made out to BVSD for $40.00. The fingerprint card will be submitted to CBI (Colorado Bureau of Investigations) for processing. Fingerprint clearance is on-going and would only need to be completed once. We recommend submitting fingerprints in August for clearance as processing can take up to 6 weeks.

We appreciate your cooperation and support of BVSD’s background screening program. We share with you the priority to ensure the welfare and safety of our students. Please contact the school office or BVSD office of Legal Counsel with any questions you may have regarding this program.

Sincerely,
BVSD Office of Legal Counsel

**PLEASE NOTE: Once you no longer wish to volunteer in our District, please contact this office to have your name removed from the database, and from the CBI system.**
SCHOOL VOLUNTEERS

A school or district administrator may approve a volunteer for service upon completion of (1) an acceptable Volunteer Application (IJOC-E) and (2) if applicable, of an acceptable criminal background check. In the absence of other available funding, volunteers will be responsible for the expense of any required criminal background check. The School District reserves the right to decline the services of a volunteer at any time for any reason.

Volunteer Status

The following guidelines apply to all volunteers in the School District and will be used to determine volunteer status:

1) **Level 1** – The volunteer service involves no contact with students or the contact with students is either incidental or directly supervised (“line of sight”) by a District employee. Level 1 volunteers must complete an acceptable Volunteer Application and will be checked against the Colorado Convicted Sex Offender Registry at the building level.

Guests who occasionally visit the school (e.g., to attend events, have lunch with their child) are not Level 1 volunteers and need not complete a Volunteer Application, though Board Policy KK (Visitors to the Schools) still applies.

2) **Level 2** – The volunteer service involves indirectly supervised contact with students on or off campus. Level 2 volunteers must complete an acceptable Volunteer Application and have an acceptable criminal background check; unless the volunteer is a current School District employee or student, holds a current and valid Colorado teacher license, or is otherwise exempt because of a current affiliation with an entity known by the Superintendent or designee to perform comparable criminal background checks.

3) **Level 3** – The volunteer service includes driving students. Level 3 volunteers must complete an acceptable Volunteer Application, comply with Board Policy EEAE, Student Transportation in Private Vehicles, and have an acceptable criminal background check; unless the volunteer is a current School District employee or student, holds a current and valid teacher license, or is otherwise exempt because of a current affiliation with an entity known by the Superintendent or designee to perform comparable criminal background checks.

End of File: IJOC-R