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8120 - **VOLUNTEERS**

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the implementation of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not compatible with School Corporation needs.

Volunteer Coaches

Before allowing an individual to serve as a volunteer coach, the Corporation shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on the volunteer coach.

Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA)-recognized sport, the Corporation must take the following steps:

A. ask the individual:

1. whether the individual is or has been accredited by the association; and
2. if the individual is or has been accredited by the association, whether the individual's accreditation has ever been suspended or revoked;

B. request references from the individual;

C. contact the references that the individual provides to the Corporation; and

D. contact the association to determine whether the individual's accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a volunteer coach has engaged in suspected child abuse or neglect.

The Corporation shall report to the association IHSAA when a volunteer coach accredited by the association: ~~has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state. These offenses include:~~

1. has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state.

2. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

A. ~~A sex crime under I.C. 35-42-4 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).~~

B. ~~Kidnapping (I.C. 35-42-3-2).~~

C. ~~Criminal Confinement (I.C. 35-42-3-3).~~

- D. ~~Incest (I.C. 35-46-1-3).~~
- E. ~~Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).~~
- F. ~~Dealing in methamphetamine (I.C. 35-48-4-1.1)~~
- G. ~~Manufacturing methamphetamine (I.C. 35-48-4-1.2)~~
- H. ~~Dealing in a Schedule I, II, or III controlled substance (I.C. 35-48-4-2).~~
- I. ~~Dealing in a Schedule IV controlled substance (I.C. 35-48-4-3).~~
- J. ~~Dealing in a Schedule V controlled substance (I.C. 35-48-4-4).~~
- K. ~~Dealing in a counterfeit substance (I.C. 35-48-4-5).~~
- L. ~~Dealing in marijuana, hash oil, hashish, or salvia as a felony (I.C. 35-48-4-10).~~
- M. ~~An offense under I.C. 35-48-4 involving the manufacture or sale of a synthetic drug (as defined in I.C. 35-31.5-2-321), a synthetic drug lookalike substance (as defined in I.C. 35-31.5-2-321.5 (before its repeal on July 1, 2019)) under I.C. 35-48-4-10.5 (before its repeal on July 1, 2019), a controlled substance analog (as defined in I.C. 35-48-1-9.3), or a substance represented to be a controlled substance (as described in I.C. 35-48-4-4.6).~~
- N. ~~Homicide (I.C. 35-42-1).~~
- O. ~~Voluntary manslaughter (I.C. 35-42-1-3).~~
- P. ~~Reckless homicide (I.C. 35-42-1-5).~~
- Q. ~~Battery as any of the following: (i) A Class A felony (for a crime committed before July 1, 2014) or a Level 2 felony (for a crime committed after June 30, 2014). (ii) A Class B felony (for a crime committed before July 1, 2014) or a Level 3 felony (for a crime committed after June 30, 2014). (iii) A Class C felony (for a crime committed before July 1, 2014) or a Level 5 felony (for a crime committed after June 30, 2014).~~
- R. ~~Aggravated battery (I.C. 35-42-2-1.5).~~
- S. ~~Robbery (I.C. 35-42-5-1).~~
- T. ~~Carjacking (I.C. 35-42-5-2) (before its repeal).~~
- U. ~~Arson as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-1-1(a)).~~
- V. ~~Burglary as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 1, Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-2-1).~~
- W. ~~Human trafficking (I.C. 35-42-3.5).~~
- X. ~~Dealing in a controlled substance resulting in death (I.C. 35-42-1-1.5).~~
- Y. ~~Attempt under I.C. 35-41-5-1 to commit an offense listed in this subsection.~~
- Z. ~~Conspiracy under I.C. 35-41-5-2 to commit an offense listed in this subsection.~~
- AA. ~~Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in I.C. 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age, with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.~~

The Corporation shall report suspected misconduct by a volunteer coach that may constitute a crime to local law enforcement.

Without conferring the rights of an employee on a volunteer coach, the Corporation shall comply with I.C. 22-5-3-1 (Indiana's blacklisting law) regarding a volunteer coach, including the provisions for civil immunity regarding disclosures made about a volunteer coach.

Coach Training

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2)-year period that:

1. is sport specific;
2. contains player safety content, including content on:
 - a. concussion awareness;
 - b. equipment fitting;
 - c. heat emergency preparedness; and
 - d. proper technique;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;
2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2)-year period, the coach shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20- 34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader or extracurricular activity sponsor must complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation shall receive a certificate of completion from the provider for each coach, band leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. All coaches of any IHSAA-sponsored athletic activity must complete one or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that include the following:

1. concussions in sports;

2. heat illness prevention; and
3. sudden cardiac arrest.

Additional Requirements for Coaches of IHSAA Athletic Teams

Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.

Additionally, the Board requires that:

A. All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2)-year period that:

1. contains player safety content on concussion awareness;
2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2)-year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. All coaches of interscholastic or intramural sports for students of any age shall receive training about concussions and sudden cardiac arrest and heat-related medical issues at least once during a two (2)-year period.

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 1521 - Personal Background Checks, References and Mandatory Reporting, Policy 3121 - Personal Background Checks, References and Mandatory Reporting, Policy 4121 - Personal Background Checks, References and Mandatory Reporting, Policy 8120 - Volunteers, or Policy 8121 - Personal Background Check - Contracted Services, and has received the training required by State law and this policy.

Other Volunteers

With respect to all other volunteers:

To protect students and staff members, the Board requires an inquiry into the personal background of each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer.

Each volunteer who is in direct contact with students will be required to submit to a background check which shall include:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5;
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. an expanded child protection index check in other states;
- D. search of the national sex offender registry maintained by the United States Department of Justice;
- E. beginning July 1, 2017, a search of the State child abuse registry;
- F. a detailed background history including all prior employment and volunteer positions;
- G. an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

The Board requires that an expanded criminal history check be conducted for each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer before or not later than thirty (30) days after the start of their volunteer service.

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Corporation's students.

The Board requires that an Indiana expanded child protection index check be conducted for each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer before or not later than sixty (60) days after the start of their volunteer service.

The Board shall prohibit volunteer service by an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) unless the conviction has been reversed, vacated, or set aside on appeal.

The Board shall also prohibit volunteer service by an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the volunteer service of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b) unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may prohibit volunteer service by or terminate the volunteer service of an individual who is the subject of a substantiated report of child abuse or neglect.

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the volunteer:

- A. is the subject of a substantiated report of child abuse or neglect; or
- B. has been charged with or convicted of an offense requiring license revocation per I.C. 20-28-5-8(c); or
- C. has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b)

The Superintendent is to inform each volunteer that the volunteer:

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of the volunteer's services;
- D. will be required to report any arrest or the filing of criminal charges against the volunteer;
- E. will be required to report any convictions for a crime while serving as a volunteer;
- F. will be required to report any substantiated report of child abuse or neglect of which the volunteer is the subject.

The Superintendent also shall ensure that each volunteer is properly informed of the Corporation's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

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Legal
I.C. 5-2-22
I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

I.C. 20-26-5-10, -11 and -11.5

I.C. 20-26-14-2.5

I.C. 20-26-14-8

I.C. 20-26-14-9

I.C. 20-28-5-8(c)

I.C. 22-5-3-1