

KIMBERLY AREA SCHOOL DISTRICT



VOLUNTEER BACKGROUND CHECKS

Thank you for considering the Kimberly Area School District as a place to donate your time and talent. We appreciate the many volunteers who generously give of their time to make our District a better place for children to learn and grow. Without the assistance of our many volunteers, the educational experience of the children of our district would be considerably lessened. It is vitally important that the environment in which our children learn, and in which our employees and volunteers work, is a safe one. For this reason the District routinely conducts criminal background screenings on its new employees and volunteers.

The District welcomes all those who wish to volunteer in our school and presumes that all interested persons are qualified to volunteer. Volunteer service in our District is a privilege, not a right; therefore, there are certain circumstances which may disqualify a person from serving as a volunteer.

I. BACKGROUND CHECK PROCEDURES

We ask that **background check forms be turned in at least 2 weeks prior to volunteering** (i.e. attending a fieldtrip) in order to give the background check vendor time to process the check. Unfortunately, if we do not receive the background check form prior to 2 weeks, you may not be permitted to attend the fieldtrip.

Once approved by the background check vendor, it is the responsibility of the building principal to determine if, and when, the person may serve as a volunteer in that building.

A. Grounds for Disqualification:

Criminal background screens will be reviewed and the district and/or background check vendor reserve the right to reject any volunteer application or disqualify any current volunteer for any reason not prohibited by law or District policy or background check vendor policy.

In addition:

Failure to accurately and fully disclose on the volunteer background check form any requested information, and especially the failure to disclose prior felony arrests or convictions; or the falsification of any requested information, may be grounds for disqualification as a volunteer.

A person is disqualified from service as a volunteer while on probation or parole or while serving any portion of a criminal sentence, i.e. while serving court ordered community service time, while on work release, etc.

Previously cleared volunteers are required to notify the Human Resources Department of a new arrest or conviction of a crime. Failure to self-report may be grounds for disqualification as a volunteer.

In addition to the foregoing, the District reserves the right to reject a volunteer applicant or to disqualify a current volunteer if the administration, in its sole discretion, deems it to be in the best interest or welfare of the District to do so.

II. RENEWAL OF VOLUNTEER STATUS

Volunteers will need to reapply and complete a new background check form at a minimum of every 5 years. The person will once again become eligible to volunteer after the completion of the criminal background screening process and the approval of his/her volunteer application by the District and/or background check vendor.

III. STATUS FOLLOWING DISQUALIFICATION

The decision to reject or suspend a person's volunteer application or to permanently or temporarily disqualify a current volunteer, only affects their volunteer status. Such persons may continue to be present at school activities in the same manner that non-volunteer members of the public are allowed to be present. However, the circumstances which resulted in the denial or loss of volunteer status may also be the basis for a decision made independent of the volunteer process to limit or restrict the person's presence on school grounds, at school activities, or to interact with students.



Kimberly Area School District Background Check Authorization & Disclosure Form

IMPORTANT INSTRUCTIONS:

- Complete the information below and return this form to the school office.
- You should receive an email from “**Diversified Investigations**” within 24-48 hours of returning the form. If you do not receive an email, please contact your school office.
- You will have **5** days from receipt of the email to complete and submit the Electronic Background Check form. If you do not complete the Electronic Background Check process at least 2 weeks prior to volunteering or going on a field trip you may not be able to attend the fieldtrip.

Are you a current employee or current member of our substitute staff (Paraprofessional, noon-hour supervisor, teacher)?

Yes - If yes, **STOP!** No other information is needed. Please sign form below and return this form to the school office.

No - If no, please complete the form, sign and return the form to the school office.

Full Name

Email address

Phone #

School

Signature

Date

The information you provide must be both complete & accurate.

Notice: A consumer report (background investigation) will be requested from DIVERSIFIED Investigations, llc as part of our volunteer/applicant approval process. By providing your personal information and signature above, you acknowledge this disclosure.

Security of your personal information via SSL Encryption:

Just like enterprise e-commerce websites and banking institutions, Diversified Investigations utilizes a high-grade 256-bit SSL encryption, which means the data you send to the online case management system is scrambled millions of times making your data indecipherable from hackers.

If you have any questions regarding the background check process, please call **Diversified Investigations at 920-380-0480.**