



Volunteer Form – Expanded Criminal History Record Check (Form 8120B)

Dear Volunteer:

Thank you very much for your willingness to assist in the education of our children of the MSDWT. A strong base of volunteers is essential to provide the necessary supports to students' academic, social, and emotional development. While we welcome volunteers into our school community, we must also be diligent in providing a safe and secure environment for our students. To that end, the Board of Education of the Metropolitan School District of Washington Township policy states in part:

8120 – VOLUNTEERS

The Board of Education 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 conduct 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 in accord with Corporation needs.

Each volunteer who is or expected to be in direct contact with students will be required to submit a Limited Criminal History Record Check.

The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Superintendent is to inform each volunteer that s/he:

- 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 his/her volunteer services;*
- D. will be required to report any personal arrests or the filing of criminal charges while serving as a volunteer.*

Expanded Volunteer Role Requirements

Volunteers are often placed in a role that includes a heightened level of supervision and responsibility.

Each volunteer who could have sole care, custody, or control of students or may provide supervision of students during overnight events (either offsite or on school grounds) will be required to:

- ✓ Complete an Expanded Criminal History Record Check, which may include a sex offender registry check.
- ✓ Complete the mandatory SafeSchools Bullying Prevention Training.

Expanded Criminal History Record Check

To access the mandatory Expanded Criminal History Record Check, follow these instructions:

1. Visit the MSDWT website: <http://www.msdt.k12.in.us/>
2. Under the "Human Resources" menu, select "Prospective Employees".
3. Click the "Safe Hiring Background Check" button.
4. Provide your name and email address. Click the "Login" button.
5. Click on the empty drop-down box. Select "VOLUNTEER".
6. Continue by following the remaining directions on the page. Click the "Submit" button when finished.

Please note that you will need a debit or credit card to complete this process. All background checks are non-refundable.

The Expanded Criminal History Record Check for volunteers will include the same search criterion which is applied to prospective MSDWT employees. This check does require a fee and the cost is the responsibility of the volunteer applicant or the organization representing the volunteer applicant.

The Expanded Criminal History Check shall include but not be limited to:

- A. national criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification;
- B. search of the national sex offender registry maintained by the United States Department of Justice;
- C. an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

All information regarding the applicant will remain confidential.

The requested information meets the minimum requirements of the State of Indiana.

SafeSchools Bullying Prevention Training

To complete the mandatory SafeSchools Bullying Prevention Training, visit the following link:

<https://msdwt-in.safeschools.com/register/84afcb3f>

PLEASE SUBMIT ONE FORM PER PERSON AND PRINT LEGIBLY

Legal Name: _____
(Please Print) (Maiden Name/Other Name)

Sex: Male Female

Date of Birth: _____

Race: _____

Student Name(s): _____
(If Applicable)

Teacher Name(s): _____
(If Applicable)

Check the school(s) where you will be volunteering:

- Allisonville Crooked Creek Fox Hill Greenbriar John Strange Nora Spring Mill
- Eastwood Northview Westlane North Central J. Everett Light Hilltop

Signature: _____ **Date:** _____

If you have questions, please call (317) 845-9400.

