



Administrative Office
P. 574.936.3115 • F. 574.936.3160
611 Berkley Street • Plymouth, IN 46563

Office of the Superintendent

Volunteer Parent Criminal Background Check Policy 8120

In an effort to keep our schools safe, all volunteers must complete the attached application and provide information to complete a limited criminal background check prior to participating in any events or volunteer work within the Plymouth Community School Corporation on an annual school year basis.

The limited criminal background check will be completed by each school's office staff using the State of Indiana Police Criminal Records Database and the Sex Offender Database. The following offenses appearing on any background check will disqualify a volunteer candidate.

1. Felony conviction within the last 10 years;
2. Drug conviction (felony or misdemeanor) with the last 10 years;
3. Battery conviction within the last 10 years;
4. Child abuse or neglect conviction within the last 10 years;
5. 2 or more DUI's or alcohol related convictions within the last 5 years;
6. Any felony charges currently pending;
7. Any charge or conviction not mentioned above, but determined to be a risk to the students.

Volunteer limited criminal background checks are evaluated and will be valid for the current school year. At the start of any given school year volunteers will need to complete or repeat the limited background check process.

If a volunteer is not permitted to volunteer in our schools due to pending criminal charges, once those charges are resolved the volunteer may request that their volunteer status be re-evaluated.

For student safety, volunteers wishing to attend a field trip must ride with the students on the bus to its destination. Volunteers are not permitted to drive separately and join a group of students at the destination.

Volunteer criminal background checks are required for:

- Attending or assisting with class parties;
- Assisting school staff in the classroom or school building;
- Assisting staff with extracurricular activities;
- Any activities sponsored by the school not previously mentioned above but deemed that this would be a requirement.

Any volunteer who will be working unsupervised with students, including volunteer coaches, will need to have an expanded background check completed with Safe Hiring Solutions.



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Corporation Parent Volunteer Application

The following must represent your legal name stated on your Social Security Card

Date: _____

First Name: _____

Middle Initial: _____

Last Name: _____

Former/Maiden Name: _____

Gender: ☐ M ☐ F

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Birth Date: _____ Email: _____

School Building: _____

Activity: _____

Student(s): _____

For the protection of students, I authorize the Plymouth Community School Corporation to obtain a State of Indiana Police Criminal Records Database and the Sex Offender Database reports based upon the above information. I also attest that all information on this form and information included with my attached picture ID is true representation of my identification. I have read and understand the Volunteer Parent Criminal Background Check Policy.

Signature

Date

Reports must be completed before the volunteer begins any activities involving students within the Plymouth Community School Corporation. A completed background check must be submitted one (1) week prior to the scheduled event. The limited background check is valid for the current school year, expanded background check are good for 5 years. *School office staff will process the searches and will maintain the completed reports and maintain them on file for a minimum of 3 years, after that time they will be properly destroyed.

VOLUNTEER RELEASE FORM

If my Volunteer Application is approved by the Plymouth Community School Corporation, I agree to abide by all relevant School Board policies and administrative guidelines while on duty for the Corporation. I understand that, although I am covered under the Corporation's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for worker's compensation. Should I become ill or suffer an accident while doing volunteer work for the Corporation, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the Corporation or entitled to any benefits provided to employees. I further release the Board from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

I have received and reviewed the Volunteer Parent Criminal Background Check Policy and have submitted a Volunteer Application and authorization for background check. I understand that the Plymouth Community School Corporation requires an annual background check for each volunteer and that I may be disqualified and prohibited from volunteering in any school within the corporation based on the results of this background check. I also understand that, while serving as a volunteer, I am required to notify the school administration if I am arrested or if criminal charges are filed against me.

Volunteer

Date

Corporation Witness

Date