

Neosho School District Volunteer Form

I give consent to the Neosho School District to obtain information referencing my criminal history. It is understood that this information is to be used solely for the purpose of obtaining background information pursuant to my desire as a school volunteer and the information will be handled with confidentiality.

Full Legal Name _____

Present Address _____

Phone Number _____

E-Mail Address _____

Employer _____

Name of Volunteer's Student (s) (If applicable)

Student _____ School _____ Relationship to student _____

Student _____ School _____ Relationship to student _____

Student _____ School _____ Relationship to student _____

Student _____ School _____ Relationship to student _____

Which buildings do you wish to volunteer? _____

Type of volunteer work (choose all that apply):

- Watch Dog Field Day Book Fair Class Parties Concession Stand Band Trips Choir Trips
 Field Trips Classroom Helper Group Chaperone PTO Activities Other _____

School Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the Neosho School District, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

Volunteer Signature _____ Date _____

For office use only

Findings _____

Cleared _____ Not Cleared _____ Date _____

Neosho School District Volunteer Criteria and Requirements

The safety of the children in the Neosho School District is of highest priority. Parents are welcome to work as volunteers, but our top priority is to keep every child safe.

Human Resources will conduct all criminal background checks on all potential volunteers to ensure that volunteers are safe to be around district students.

Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. (Board Policy IICC)

1. **Drugs**
 - The volunteer must have a criminal background history clear of any drug convictions for five years prior to the date of the background check.
 - More severe drug offenses at any point in the background will be evaluated on a case- by-case basis by the SRO and building administration.
2. **Child Abuse or Child Endangerment**
 - The volunteer must have a criminal background history clear of any such charges at any time in his/her history. Any person with either of these charges in his/her background will not be allowed to volunteer.
3. **Alcohol**
 - The volunteer must have a criminal background history clear of any Driving While Intoxicated (DWI/DUI) type of convictions for five years prior to the date of the background check.
 - The volunteer must have a criminal background history clear of any other alcohol and child-type convictions for ten years prior to the date of the background check (such as providing alcohol to a minor).
4. **Assaults**
 - The volunteer must have a criminal background history clear of any violent assaults that have resulted in injuries for five years prior to the date of the background check.
 - The volunteer must have a criminal background history clear of any domestic violence convictions.
5. **Stealing or Tampering**
 - The volunteer must have a criminal background history clear of any stealing or tampering convictions for the last five years.
6. **Sexual Misconduct**
 - The volunteer must have a criminal background history clear of any charges or convictions of any type of sexual misconduct.
7. **History of Charges**
 - HR will use his best professional judgment regarding the availability to volunteer of any person with multiple charges on his/her Criminal History that have not resulted in convictions (current or past). This will be done on a case-by-case basis.
8. **Incidents of violence, drugs, alcohol, assault on school property, or having to be removed from school property by law enforcement personnel**
 - In incidents such as those listed, Human Resources will use his best professional judgment regarding the availability to volunteer of any person with such issues in his/her background. It should be noted that almost always, these issues would cause HR to deny the volunteer application. Decisions will be made on a case-by-case basis.

Items of Note:

1. New background checks will be performed every school year.
2. If any information is obtained by the school district to cast doubt on the fitness of a volunteer based on the above standards, a new background check may be performed at any time during the year.
3. Failure to qualify as a volunteer based on this policy in one year does not necessarily preclude the person from qualifying in future years.
4. Human Resources is the only person that will be allowed to look at an applicant's criminal background history unless there is an appeal process as designated below (at which point the appeal officer would be granted access to the background check information).
5. The applicant's privacy is respected while checking his/her history. The histories are destroyed once clearance has been determined.

Appeal Process

If for any reason applicant's denied and not allowed to volunteer at the school his/her child is attending, he/she has the right to appeal the decision in the following order:

1. **The applicant can contact the School Resource Officer and he can explain the reason he/she was not allowed to volunteer. No one else knows or has access to the reason the person was denied at this point.**
2. **If the applicant disagrees with the decision of the School Resource Officer regarding an item in the applicant's criminal background, he/she may appeal the decision to the Appeal Officer. The Superintendent of Schools or his/her designee will be designated as the Appeal Officer.**
3. **The Appeal Officer will make a decision based on the facts the School Resource Officer and the applicant present to him/her.**

REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD

TYPE OF SERVICE (Check ALL that apply) See reverse side for further instructions. <input checked="" type="checkbox"/> (1) CD Central Registry Child Abuse Search Only - No Charge <input type="checkbox"/> (2) Name Search - (\$13.00) and CD Central Registry Child Abuse Search <input type="checkbox"/> (3) Fingerprint Search & CD Central Registry Child Abuse Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)	TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered
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IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.

APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)					
MAIDEN NAME	DATE OF BIRTH (MM/DD/YY)	STATE OF BIRTH	SEX	RACE	
ALIAS NAME(S)	SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NUMBER / STATE /		
ADDRESSES FOR PAST 5 YEARS					
STREET	CITY	STATE	STREET	CITY	STATE

Have you ever been found guilty to or been convicted of any criminal act in this state or any state?
 YES (Complete section below) NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)

Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Children's Division in this state or any state?
 YES (Complete section below) NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Attach separate page, if necessary.)

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.

SIGNATURE OF APPLICANT (REQUIRED IN INK)	DATE
SIGNATURE OF REQUESTOR (Required in ink)	DATE
TITLE OF CHILD CARE PROVIDER	TELEPHONE
STATE AGENCY	STATE VENDOR OR CONTACT NO. (If applicable)

CHECK APPROPRIATE BOX

<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT	<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU	<input checked="" type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH / DMH VENDOR	<input type="checkbox"/> CD CONTRACT PROVIDER
<input type="checkbox"/> CD LICENSURE	<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER _____

<p style="text-align: center;">COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">AGENCY NAME Neosho School District</td> </tr> <tr> <td style="padding: 5px;">ATTENTION Tammie Hays</td> </tr> <tr> <td style="padding: 5px;">ADDRESS 418 Fairground Road</td> </tr> <tr> <td style="padding: 5px;">CITY, STATE, ZIP CODE Neosho, MO 64850</td> </tr> </table>	AGENCY NAME Neosho School District	ATTENTION Tammie Hays	ADDRESS 418 Fairground Road	CITY, STATE, ZIP CODE Neosho, MO 64850	<p>SEND FEE & FORM TO:</p> <p>Missouri State Highway Patrol Criminal Justice Information Services Division P.O. Box 9500 Jefferson city, MO 65102</p>
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ATTENTION Tammie Hays					
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