



Porter Township School Corporation

Volunteer Background Screening Protocol

All individuals who would like to volunteer in the Porter Township School Corporation are required to submit a Limited Criminal History Record Check along with a search through our district's Raptor Software prior to serving as a volunteer.

There is no cost to the volunteer for the initial screening completed by the Indiana State Police or the Raptor Software. It is possible that the initial Limited Criminal History Record Check, completed by the Indiana State Police, will return inconclusive results. In such instances, the Indiana State Police require individuals to submit to a Fingerprint Review Criminal History Check to receive final results. All scheduling and costs associated with this review will be the responsibility of the applicant. Individuals receiving inconclusive results will be required to complete the Fingerprint Review Criminal History Check prior to beginning their volunteer service.

Porter Township School Corporation reserves the right to require an individual to complete an Expanded Criminal History Check prior to allowing an individual to participating in any volunteer activities. All cost associated with the search are to be borne by the individual requesting to volunteer.

A background search that returns results with an alert will be evaluated on an individual basis. District administration will determine if an individual will be permitted to volunteer in our district.

District administration may deny an individual's request to volunteer based on prior behavior and/or prior interactions with staff members.

Any individual determined to have a high likelihood of causing a disruption to the educational environment, or who may have a negative impact on the culture and climate of a building, will not be permitted to volunteer.



Porter Township School Corporation

REQUEST FOR BACKGROUND INFORMATION FOR VOLUNTEERS - AUTHORIZATION AND RELEASE

I authorize the Porter Township School Corporation to conduct a Limited Criminal History Record Check as it pertains to my request to volunteer in the schools of Porter Township School Corporation.
A copy of a valid driver's license is required.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school district, its officials, employees, trustees or agents, or against any provider of such information.

As a volunteer you must agree to the following:

- A. I agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. Unless authorized by the Principal or Superintendent, volunteers are prohibited from using any device to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school, at any time;
- C. I 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 a volunteer eligible for workers' compensation;
- D. I release the Corporation of any obligation should I become ill or receive an injury as a result of my volunteer services;
- E. I will report any personal arrests on the filing of criminal charges while serving as a volunteer;
and
- F. I will report any substantiated report of child abuse or neglect of which I am the subject.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

SIGNATURE

DATE



Porter Township School Corporation

REQUIRED INFORMATION TO SUBMIT INDIANA LIMITED CRIMINAL HISTORY CHECK

NAME (PRINT)

BIRTH DATE

RACE

GENDER (SEX)

MAIDEN NAME (FEMALE)

ALL MARRIED NAME(S)

OTHER NAMES (NOT LISTED ABOVE)

COUNTRY OF BIRTH

STATE OF BIRTH

REASON FOR VOLUNTEERING

List Children's Names and Schools below:

Student: _____

School: _____

Student: _____

School: _____

Student: _____

School: _____

Student: _____

School: _____

Copy Driver's License Here