



Metropolitan School District of WASHINGTON TOWNSHIP

“Superior Schools in a Supportive Community”

Nikki C. Woodson, Ph.D., *Superintendent*

- I am a **First Time** Volunteer in Washington Township
- I am a **Returning** Volunteer in Washington Township

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 eh 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 bullying prevention bullying prevention training

Directions for the Expanded Criminal History Background Check:

1. Click on the link below to take you to the Safe Solutions Hiring/Volunteering site
2. Provide your name and email address and click the “login” button
3. Click on the empty drop down box and select “Volunteer”
4. 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.

Safe Solutions Hiring/Volunteering Site: <https://secure.safehiringsolutions.com/app.cfm?id=DE8FC947-A109-4134-BC9B-C5C5EC751011>

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. As Indiana Bureau of Motor Vehicles driver history if the position involves

driving. All information regarding he applicant will remain confidential.

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



Bullying Education and Training Requirement-FIRST TIME VOLUNTEER IN WASHINGTON TOWNSHIP

Indiana Code 20-26-5-34.2 states that a school corporation must provide bullying education and training to all employees and volunteers that have a direct, ongoing contact with students. If you're volunteering duties require direct contact with an individual student or groups of students, or if you may be placed in a role that requires you to supervise or oversee students in any capacity, you are responsible for the completion of the bullying education and training provided by the MSDWT.

The link to the bullying education and training may be accessed by clicking on or typing the following link into your web browser:

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

MSDWT Board Policy 8750 – Defense and Indemnification of Board Members and Employees, provides volunteers with legal defense in the case of legal claim against the volunteer while acting in good faith on behalf of MSDWT students as long as there has been no neglect, omission, act of bad faith, or act of malfeasance on the part of the volunteer.

By signing below, you are acknowledging:

- You understand your responsibility to complete the bullying education and training provided by the MSDWT when your role as a volunteer meets the criteria stated above, and;
- The bullying education and training must be completed annually, and;
- You understand, should you fail to complete the training and you are the subject of a claim while volunteering in the MSDWT, the MSDWT will consider your failure to complete the course as an act of omission and bad faith and will not be considered as eligible for a determination of whether or not to defend or indemnify you in any legal proceeding.

Bullying Education and Training Requirement-RETURNING VOLUNTEER IN WASHINGTON TOWNSHIP

By signing below, you acknowledge:

- You have been given the Parent/Volunteer Bullying FAQ Document
- You understand your responsibility to become familiar with the FAQ and its application
- You have received an opportunity to ask questions and receive additional information as requested.

You understand, should you fail to complete the bullying education and training or to review the FAQ, and you are subject of a claim while volunteering in the MSDWT, the MSDWT will consider your failure to complete the course as an act of omission and bad faith and will not be considered eligible for a determination of whether or not to defend or indemnify you in any legal proceeding. (<https://msdwt-in.safeschools.com/register/84afcb3f>)

PLEASE SUBMIT ONE FORM PER PERSON AND PRINT LEGIBLY AND TURN INTO YOUR SCHOOL'S PRINCIPAL

Legal Name: _____
(First Name) (Middle Initial) (Last Name)

Maiden Name/: _____
Other Name (First Name) (Middle Initial) (Last Name)

Address: _____

Cell Phone: _____ Email Address: _____

Sex: Male Female

Date of Birth: _____

Race: Asian American Indian or Two or More Races Black or African Am. White Hispanic or Latino Alaskan Native

Student (s) Name: _____ Relationship to Student: _____

Teacher Name(s): _____

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: _____

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

Allisonville • Crooked Creek • Fox Hill
Greenbriar • John Strange • Nora • Spring Mill



Eastwood • Norview • Westlane • North Central
Hilltop • J. Everett Light Career Center