



Volunteer Authorization for Background Check 2019-2020 School Year

All employees must consent to an annual background check.

The de Paul School has entered into an agreement with LexisNexis to provide The de Paul School with comprehensive nationwide background checks. Background check forms will be submitted to your Human Resource Administrator and stored in your personnel file.

APPLICANT RELEASE AUTHORIZATION

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by The de Paul School or its background check service provider or agent, to furnish the information described above. I hereby release all persons, agencies and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above mentioned information or reports.

I understand that in the event a negative decision is made based upon the results of my background check, a report will be furnished to me upon my request. I understand that, regardless of previous appointments, The de Paul School is not obligated to appoint me to a position. If appointed, I understand that violation of The de Paul School policies or principles could be subject to my suspension or removal from the school.

Please fill out the information on the reverse side of this form.



Where Students Learn What Success Feels Like

Volunteers are required to honor these policies and procedures and indicate so by signing the document.

Nondiscrimination Statement

Volunteers of The de Paul School will not discriminate on the basis of race, religion, ethnicity, age, gender identity or expression, sexual orientation, national origin, genetics, or disability in the oversight of their programs.

Harassment

In any kind of volunteer-student relationship, there is a power imbalance between the individuals involved, coupled with the student's social inexperience. Volunteers must therefore exhibit unquestionable care and responsibility in interactions with students. The de Paul School will not tolerate any hint of sexual or otherwise harassing behavior directed by a school volunteer toward a student nor will the school tolerate harassing behavior directed by a student toward another student.

- It is illegal and against the policy of the School for any employee or student to harass another employee or student on the basis of one's ethnicity, race, sexual orientation, disability or religious orientation.
- The school's harassment policy extends to physical harassment, threats of physical harassment, and/or intimidation, whether verbally or nonverbally communicated.
- The de Paul School prohibits corporal punishment or any physical means of discipline or punishment.

Complaint Procedure: If a volunteer or student believes that she or he has been subjected to harassment, whether by a principal, supervisor, teacher, student, co-worker the volunteer or student (or the student's parent or guardian) should report the incident immediately to the Head of School at or the Dean at (502) 459-6131.

Child-Adult Protections

- Do not friend or communicate with students by telephone, email, or via social media.
- Avoid comments which may exert undue, non-academic influence on impressionable students in areas of politics, faith, sexuality, ethnicity, and social/cultural issues which adults discern should be avoided.
- Do not meet with a single student behind a closed door or away from others in attendance.

Reporting Suspicion of Child Abuse

In accordance with KY State Law, anyone who has reasonable suspicion that a child is dependent, abused, or neglected must immediately report that information to the proper authorities. School administrators are available to assist if you so choose; however, the reporting is necessary by law.

1. Report suspicions to the Child Abuse Hotline at (502) 595-4550 or at (800) 752-6200.
2. Alert your staff supervisor of your suspicions or concerns; this information is privileged and confidential.

Student Transportation

Volunteers shall not transport a de Paul student in one's personal vehicle at any time.

Signature of Volunteer, Agreeing to the Policies & Procedures on This Page

Date