



USD 473 - Managing Notifications of the Background Screens

Upon completing the background check screening process, each potential volunteer will be notified of the status of their background screen results. As a potential volunteer, you will experience the following process for notifications:

Approval Notification

An email will be sent to the volunteers letting them know their volunteer application/ background screen has been approved. Approved volunteers will also receive a letter and Secure Volunteer Card in the mail.

Pre-Adverse Letter Mailed to the Volunteer with Notice of a Potential Policy Decision

If a volunteer applicant does not meet our policy guidelines, they will receive an email informing them that there was information on the report that would preclude them from volunteering at USD 473. The volunteer applicant will also receive a copy of the report as well as an Adverse Action letter to their address. The volunteer applicant will have the opportunity to dispute any information in the report.

Dispute Resolution

If the volunteer applicant disputes the reported information, and the dispute is valid, the background screening company will update the report.

Final Adverse Decision Letter

If no successful dispute has occurred, a letter is mailed to the volunteer applicant after the 10-day waiting period, advising that the applicant has not met the policy guidelines and may contact the school system for a personal appeals process.

Personal Appeals Process with USD 473

This process is in place to allow volunteer applicants the opportunity to request USD 473 to consider a special circumstance. This process will involve the Superintendent, the Human Resources Department and Building Administrators. Items considered during this process could be as follows: Has the individual shown they have "changed," can they provide documentation or steps they have taken to show how they worked to improve, etc.

Once approved USD 473 will require all volunteers to carry their Secure Volunteer Card with them while in the school system. It will also be a requirement for the volunteers to be rescreened annually.

EXCEPTIONS:

Certain circumstances may exist that require the latitude for provisions of this policy. All special cases requiring possible exceptions to the provisions require the prior approval of the Superintendent.