



SCHOOL VOLUNTEER – CRIMINAL HISTORY REVIEW AND APPEAL PROCESS

When criminal charges appear in an applicant's background, the district requires specific documents to best clarify any record(s). Those applying to volunteer have the burden of providing court documents and setting forth in writing a personal statement explaining all the circumstances surrounding any criminal incident.

Appeal Process

If an individual wishes to appeal their volunteer status, they may submit new supporting documentation and information that has not previously been reviewed. Appeals cannot be reviewed until ALL new supporting documentation has been submitted to the office of District and School Security.

The district respects and believes in due process. Therefore, after having been recommended ineligible, an applicant may appeal the decision one time.

The appeal process for volunteering is not a right and is at the discretion of BPS.

All applicants requesting an appeal are instructed to read the District's "Volunteer Qualification Guidelines" prior to proceeding. It is a guide used for anyone seeking direct student contact through volunteering.

Criminal Records

IN ORDER FOR AN APPEAL TO BE CONSIDERED, EACH OF THE FOLLOWING MUST BE SUBMITTED:

- 1) Copies of official documentation **for every charge, inclusive of expunged charges**, appearing in your criminal history:
 - **Arrest affidavit** - (available from the records Department of the law enforcement agency that levied the charge).
 - **Final court disposition for all criminal charges** – (available from the records Department of the clerk of the court of the County in which the charge was levied).
 - Probation and/or Pretrial Diversion final court document(s) with proof of completion or termination.
 - A copy of all active court ordered injunctions.

When records no longer exist, BPS requires a statement on letterhead from both the arresting agency and clerk of the court confirming this fact.

- 2) Your personal statement must include the following information in this format/order:
 - Date the document
 - Your full name
 - Complete U.S. Postal address
 - Phone number and email address
 - **Information explaining every charge** that appears in your criminal history
 - The time period that has elapsed since the incident
 - Personal history since the incident
 - The nature of the harm caused to any victim
 - Clear and convincing evidence of rehabilitation
 - ~~Type of volunteering requested~~
 - Parent or non-parent
 - Conclude with a handwritten signature

APPEAL RATIONALE/EXPLANATION

While the district cannot instruct an applicant on what to state in an appeal, the following four items nonetheless must be incorporated:

- Appeals must begin with the subject's acknowledgement as to why they are disqualified and for what you are ineligible. For example, "I am currently ineligible for a vendor badge due to the recency of criminal history."
- Confirm that the application and BPS guidelines have been read
- The appellant must ask, or tell the district what they want from this appeal
- All appellants are encouraged to include mention of any personal or professional accomplishments they believe would be relevant to share

Questions may be directed to Office of District and School Security at 321-633-1000 extension 11233.