

Criminal Background Investigation Policy

Each applicant for employment, both certified and non-certified, as well as volunteers, as a condition for employment or volunteering at Discovery Charter School, shall authorize in writing and fully cooperate in providing an expanded background investigation to determine if he or she has been convicted of committing a criminal offense which shall/ may preclude him or her for being fit to become an employee of Discovery Charter School. (The definition of “expanded criminal history check” found at IC 20-26-2-1.5 includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states.)

The expanded Background Investigation shall consist of, but not be limited to, a fingerprint check and the supplying of a current photographic likeness. The Director, or the Director’s designee, shall also obtain from the applicant, his or her legal name or any previously used aliases, date of birth, and social security number for submission to the appropriate law enforcement agencies on forms or in format prescribed by the agencies.

Discovery Charter School shall not knowingly employ a person or allow volunteering by anyone, for whom a criminal background investigation has not been initiated. Any record of a conviction resulting from a criminal background check shall be held as confidential and shared only with persons who have a legitimate and legally established reason to be made aware of the results.

Parent Volunteer Opportunities

There are numerous ways that you can be involved in your child’s education in addition to parental/family educational opportunities. A complete list will be provided prior to the beginning of the school year. In addition, Discovery Charter School has an active Parent Advisory Council that provides additional opportunities for getting involved. Prior to volunteering at the school, each parent must have an extended background check on file and must review and agree to abide by the volunteer handbook.

Parents are discouraged from bringing younger siblings while attending learning experiences or volunteering in the classrooms. Bringing younger siblings provides a distraction, and does not allow the parent volunteer to give undivided attention to our Discovery students. We understand last minute circumstances arise – special circumstances will be handled on a case by case basis.

All new volunteers and employees are required to be fingerprinted and submit to an FBI/Expanded Criminal History Check. The booking of appointments for this service is done online as follows:

1. Go to: <https://in.ibtfingerprint.com/>
2. Enter the County your school is located in:
Porter County – Discovery Charter School
3. Select the school you are volunteering for:
Discovery Charter School
4. Enter your home zip code.
5. This will display locations in your area that provide this service.
6. Select a location and continue to follow the instructions to schedule an appointment.

Cost of this service is \$39.45. Volunteers must pay for this service up front. Families who qualify for free or reduced lunch service may request a reimbursement from PAC by submitting a reimbursement request form.