

Colton School District
Volunteer Criminal Background Check Process

Complete Volunteer Application/Criminal Background Check Form & Confidentiality Agreement– available at each school or the district office. (Allow up to 2 weeks for results).

The building returns the completed forms to Human Resources.

HR uses the Criminal Information Services Inc, (per contract) to obtain clearance of volunteer.

HR keeps a spreadsheet of applications. The spreadsheet will show only those volunteers with clearance and placed on the schools shared drive for secretaries, principals and supervisors. They will be able to look at this spreadsheet to see who is eligible to volunteer.

If a volunteer does not appear on the spreadsheet the buildings would refer them to HR.

Volunteer may wish to appeal the determination of the Superintendent. They would make an appointment with the Superintendent. Only the Superintendent can allow a change.

Colton School District Appeals Process

1. Submit your reason for appeal in writing to the Superintendent within 30 days from the date you were notified your background check was denied.
Send to: Colton School District
30429 S Grays Hill Rd, Colton, OR 97017 or
email: superintendent@colton.k12.or.us
2. Upon receipt of this appeal, the Superintendent will time/date stamp your appeal.
3. This appeal will be reviewed by the Volunteer Background Check Appeal Panel and results will be mailed to the address provided no later than fifteen (15) business days from the date the appeal request is received.
4. Volunteer Applicants may also request to appeal in person. Requests to be seen in person will be scheduled no later than thirty (30) days from the date the appeals request is received.

Volunteers are required to renew their background check every year. It is up to the volunteer to make sure that their background check is up to date. It is the buildings responsibility to make sure that all personnel in their building have an updated background check before they can volunteer or work in the building.

All volunteers should sign the attached confidentiality agreement yearly with the renewal of their criminal background check form.