



SANBORN REGIONAL SCHOOL DISTRICT

ONBOARDING PACKET – VOLUNTEER

NAME: _____

DATE: _____

POSITION: _____

SCHOOL: _____

May we take this opportunity to welcome you to the Sanborn Regional School District! Attached are various forms relative to volunteering. These must be received by the SAU Office **BEFORE** volunteering can begin.

_____ Personal Information - Return form.

_____ Emergency Contact Information – Return form.

_____ Criminal History Records Check – Return signed forms.

_____ School Board Policy Memo -Review the listed school board policies and return signed form.

_____ Confidentiality Requirement – Return signed form.

Information to keep: Statement of Safety Commitment



SANBORN REGIONAL SCHOOL DISTRICT

Personal Contact Information

Name: _____

School: _____

Position: _____

School Year: _____

Mailing Address: _____

Phone Number _____

Email Address _____



SANBORN REGIONAL SCHOOL DISTRICT

Emergency Contact Form

Name: _____ School: _____

Position: _____ School Year: _____

Primary Emergency Contact

Contact Name: _____

Relationship to Contact: _____

Home Telephone: _____

Cellular Telephone: _____

Email: _____

Secondary Emergency Contact

Contact Name: _____

Relationship to Contact: _____

Home Telephone: _____

Cellular Telephone: _____

Email: _____

Additional Information (Voluntary)

Allergies (Food, Medication, Insects, Etc.): _____

Medical Alert(s): _____

All information is kept strictly confidential and would only be used in case of an emergency where the employee is incapacitated for any reason.



SANBORN REGIONAL SCHOOL DISTRICT

Criminal Records/Background Check Instructions

You may not begin your employment with the District until the information has been completed and received by Human Resources.

- Option 1 for Criminal History Records:
 - Please be sure the print legibly. The process may be delayed if the information is illegible.
 - Please be sure that information on both Criminal History Record Release Form and the Livescan Fingerprinting form is clearly printed and filled out completely.
 - Go to the Kingston Police Department to complete a Livescan fingerprinting where your fingerprints will be electronically captured and submitted for processing. The Kingston Police Department does Livescans each day, Monday through Friday, from 11:00 to 11:30 AM and 3:00 to 3:30 PM.
 - Please complete all of the Criminal History Record Release Form, with the exception of your signature. You will do that in front of the notary, and a notary is available at the SAU Office.
 - The applicant Criminal History Record Release Form and Livescan Form must be submitted together to HR along with a check written to the State of NH- Criminal Records for \$47.00- for Staff or \$20.00 for Volunteers, with your driver's license number printed below your address on the check.
- Option 2 for Criminal History Records:
 - Go to the NH Department of Safety site:
<https://services.dos.nh.gov/chri/cpo/>
 - Click on "Schedule a New Appointment"
 - Follow the directions to schedule the fingerprinting and choose SAU17 or Sanborn Regional School District as to where you want the background check to be sent.
 - You pay the fee directly online.



Colonel Mark B. Hall
Director

State of New Hampshire

DEPARTMENT OF SAFETY
Robert L. Quinn, Commissioner of Safety
Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Telephone: 603-223-8813



APPLICANT/LICENSING LIVESCAN FINGERPRINTING

_____ upon showing valid
(Name of Applicant/ Licensee) (Applicant's DOB)
identification, was fingerprinted by LiveScan technology at _____
(Location)

On _____ The Tracking Number for this transaction is _____
(Date)

IMPORTANT: Applicants are responsible for the submission of the NH Criminal History Record Authorization Request Form, this form, and any applicable fees. *Fingerprint images will only be held for 30 days. Failure to submit this form to your state agency within 30 days will require you to be re-fingerprinted and charged additional fingerprinting fees.*

Please select one of the following reasons for fingerprinting.

- ADAM WALSH-Employee/Volunteer
- ADOPTIVE PARENTS-RSA170-B:18
- ALCOHOL & DRUG COUNSELORS-RSA 330-C:20
- OPLC GOV BOARDS (Allied Health)-RSA 328-F:18-a
- APPLICANTS FOR MED TECH-RSA 328-I:7
- ARMED SECURITY LICENSE-RSA 106-F
- DENTISTRY-RSA 317-A:8-a
- MEDICAL IMAGING & RADIATION THERAPY-RSA 328-J:7-a
- MENTAL HEALTH PRACTICE-RSA 330-A:15-a
- NURSING APPLICANT-RSA326-B:15
- BOARD OF PSYCHOLOGISTS-RSA 329-B:14-a
- CCDBA-Licensed Childcare/Childcare Institutions/Childcare Exempt
- CJAP-Agency _____
- COUNTY EMPLOYEE-RSA 28:10-c
- DEPT OF SAFETY-RSA 21-P:15-c Agency _____
- DRIVERS EDUCATION-RSA263:44-b II
- SCHOOL-Employee/Volunteer-RSA 189:13-a SAU# _____
- DEPT OF ED TRANSPORTATION-RSA 189:13-b
- DEPT OF ED CREDENTIALING-RSA 189:13-c
- EMERGENCY MEDICAL SERVICE PROVIDER LICENSING-RSA 153-A:10-a
- FOSTER PARENTS-RSA 170-E:29
- HAWKERS/PEDDLERS/VEND-RSA 31:102-b
- IRS PUBLICATION ADMINISTRATION-RSA 21-G:9 VII
- IRS PUBLICATION DEPT OF REVENUE-RSA 21-J:3-a
- MEDICAID PROGRAM
- MUNICIPAL EMPLOYEE/VOLUNTEER-RSA 41:9-b
- NATUROPATHIC MEDICINE-RSA 328-E:9-a
- NH BANKING EMPLOYEES-RSA 383:7
- NH BANKING ORG/DIR/EXEC OFF OF CREDIT UNIONS-RSA 383-E:3-304
- NH BANKING ORG/DIR/EXEC OFF OF STATE BANKS-RSA 383-A:3-305
- NH BANKING MORTGAGE BROKERS AND BANKERS-RSA 397-A:1-A:5
- NH BANKING SALES FINANCE COMPANIES & RETAIL SELLERS-RSA 361-A:2
- NH BANKING SMALL LOAN LENDERS-RSA 399-A:1-A:3
- NH BANKING DEBT ADJUSTERS-RSA 399-D:2-D:5
- LICENSING OF GAMING OPERATOR-RSA 287-D:12
- GAMES OF CHANCE FACILITY LIC-RSA 287-D:12
- NURSING HOME ADMINISTRATOR-RSA 151-A:6a
- PHYSICIAN ASSISTANT-RSA 328-D:3-a
- PHYSICIAN/SURGEON APPLICANTS-RSA 329:11-a
- REAL ESTATE APPRAISERS-RSA 310-B:6-a
- SERVE AMERICA ACT-Employee/Volunteer
- THERAPEUTIC CANNABIS ALTERNATIVE TREATMENT CENTERS-RSA 126-X:8 IV-a
- FISH AND GAME GUIDES-RSA 215-2
- SURROGATE PARENT-RSA 186-C:14

Updated 10.2025

Questions regarding this form please contact State Police Criminal Records at 603-223-3867. Speech/Hearing Impaired TDD Access: Relay NH 1-800735-2964 or 711.

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety. As of 03/30/2018

Exchange of FBI identification records § 50.12

(a) The Federal Bureau of Investigation, hereinafter referred to as the FBI, is authorized to expend funds for the exchange of identification records with officials of federally chartered or insured banking institutions to promote or maintain the security of those institutions and, if authorized by state statute and approved by the Director of the FBI, acting on behalf of the Attorney General, with officials of state and local governments for purposes of employment and licensing, pursuant to section 201 of Public Law 92-544, 86 Stat. 1115. Also, pursuant to 15 U.S.C. 78q, 7 U.S.C. 21 (b)(4)(E), and 42 U.S.C. 2169, respectively, such records can be exchanged with certain segments of the securities industry, with registered futures associations, and with nuclear power plants. The records also may be exchanged in other instances as authorized by federal law.

(b) The FBI Director is authorized by 28 CFR 0.85(j) to approve procedures relating to the exchange of identification records. Under this authority, effective September 6, 1990, the FBI Criminal Justice Information Services (CJIS) Division has made all data on identification records available for such purposes. Records obtained under this authority may be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities. Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in 28 CFR 16.34. Officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. A statement incorporating these use-and-challenge requirements will be placed on all records disseminated under this program. This policy is intended to ensure that all relevant criminal record information is made available to provide for the public safety and, further, to protect the interests of the prospective employee/licensee who may be affected by the information or lack of information in an identification record. [Order No. 2258-99, 64 FR 52229, Sept. 28, 1999]

Procedure to obtain change, correction or updating of identification records §16.34

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

[Order No. 1134-86, 51 FR 16677, May 6, 1986, as amended by Order No. 2258-99, 64 FR 52226, Sept. 28, 1999]

I hereby acknowledge that I have read and understand my rights as set forth above by the Privacy Act Statement, Exchange of FBI Identification Records and Procedure to obtain change, correction or updating of identification records.

X _____

Signature of Applicant



SANBORN REGIONAL SCHOOL DISTRICT
SCHOOL BOARD POLICIES

As part of its duties, the School Board's Policy Committee completes an extensive review and revision of all the District's policies and places these policies on the District's web site for all in the community to access.

While you should be familiar with all the policies, rules and regulations that govern our schools, the Board felt that the listed policies are of particular importance to staff.

- AC - Non-Discrimination/Equal Opportunity*
- ACAA – Harassment and Sexual Harassment of Students*
- ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures*
- ACAB – Harassment and Sexual Harassment of School Employees*
- ACE - Non-Discrimination on the Basis of Handicap/Disability*

- GBEA - Staff Ethics*
- GBEB - Staff Conduct*
- GBEBA - Staff Dress Code*
- GBEC - Drug-Free Workplace/Drug-Free Schools*
- GBEBB - Employee-Student Relations*
- GBCD – Background Investigation and Criminal Records Check*

- JLF – Reporting Suspected Child Abuse or Neglect*
- JKAA – Use of Restraints and Seclusion*

In order to be sure that everyone is aware of these important issues, please review the listed policies, rules and regulations that govern our schools by visiting our website at www.sau17.net (School Board/Policy Manual/Policy Manual Index) or by contacting your immediate supervisor. This form will be kept in your personnel file at the SAU Office.

I have reviewed the school board policies.

NAME _____ SCHOOL _____
Please Print

SIGNATURE _____ DATE _____

SANBORN REGIONAL SCHOOL DISTRICT

51 Church Street, PO Box 429, Kingston, NH 03848

Dr. Robert Dawson, Interim Superintendent

Christine Desrochers, M.S. Ed.
Director of Curriculum and Instruction

Marie Mundy
Business Administrator

Assunta Ternullo, M.Ed
Director of Student Services

CONFIDENTIALITY REQUIREMENT

The undersigned employee/volunteer/substitute of the Sanborn Regional School District hereby acknowledges that all personally identifiable student information shall be kept confidential in accordance with the requirement of the Family Educational Privacy Act (FERPA). Specifically, all personally identifiable student information obtained from student records, observations, student work products, or by any other means, shall only be shared with parents of the student in question, other individuals with appropriate written authorization, or with other school officials that have a legitimate education interest in such information. If the undersigned employee/volunteer/substitute has any question as to whether such information may be shared in accordance with this requirement, it is incumbent upon the employee/volunteer/substitute to seek the assistance of his/her immediate supervisor. Violation of this Confidentiality Requirement may result in discipline, up to and including termination or disqualification from continued service with the Sanborn Regional School District.

Signature

Date

Print Name

The mission of the Sanborn Regional School District is to work in partnership with the community to educate all learners in a safe environment. Together we are committed to providing these individuals with opportunities to develop the skills necessary to become responsible citizens who are capable of pursuing knowledge independently and making well informed decisions.

In accordance to Title IX of the Civil Rights Act of 1964 the Sanborn Regional School District prohibits discrimination because of sex or gender, "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

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Statement of Safety Commitment

The Sanborn Regional School District ("District"), value the health, welfare, and safety of every employee and endeavors to provide a safe and healthful workplace. Accidents can cause hardship and financial loss to our employees and their families.

1. In pledging its full support of the safety process, the District recognizes certain obligations:
1. That prevention of avoidable accidents and protection of all resources are guiding principles.
2. That operational decisions affecting safety must receive the same consideration as those affecting teaching and learning.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That the District will comply with all applicable safety laws and regulations.
5. That feedback will be welcomed and encouraged from employees.
6. That employees will not take unnecessary chances, will follow safety rules, use safety guards and equipment, and make safety an integral part of their daily work.

As an employee of the District, you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!



Dr. Robert C. Dawson
Interim Superintendent of Schools