



**NOVA CLASSICAL ACADEMY**  
Great Thought Inspiring Great Thinkers

**Informed Consent Form – Volunteer**

Criminal History Background Check  
Non-profit Acct # T512278622  
Nova Classical Academy  
School District 4098  
1455 Victoria Way  
St. Paul, MN 55102  
651.209.6320 | 651.209.6325 fax

Date: \_\_\_\_\_

The following named individual has made application with this School District to volunteer:

Full Name of Applicant: \_\_\_\_\_  
*Please Print*                                  Last    First    Middle

Maiden/ Previous/ Alias: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex (M/ F): \_\_\_\_\_  
Month/ Day/ Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to Nova Classical Academy pursuant to Minnesota Statute § 123B.03 for the purpose of volunteering with this School District.

**CONDITIONAL HIRING:** I understand that the School District may permit me to commence my volunteer duties pending completion of the criminal history background check and acknowledge and agree that my services may be terminated based on the result of the background check.

The expiration of this authorization shall be one year from the date of my signature.

\_\_\_\_\_    \_\_\_\_\_  
Signature of Applicant    Date

*Please attach a check for \$8.00 if this is your first volunteer background check. Make checks payable to Nova Classical Academy with "Background Check" in the memo line.*

*Fee-based background checks are performed every three years; checks done in the intervening years are performed at no charge. Please contact Nova's Business Office if you are uncertain about whether you need to submit payment.*

***Please Complete Other Side***



## Confidentiality Agreement

This Confidentiality Agreement (this “Agreement”) is made effective as of \_\_\_\_\_, between Nova Classical Academy of St. Paul, Minnesota, and \_\_\_\_\_.

### Confidential Information.

The term “Confidential Information” means any information or material which is proprietary to Nova Classical Academy.

- A. Confidential Information includes without limitation:
  - a. Business records and plans
  - b. Student information

### Protections of Confidential Information.

The above named understands and acknowledges that the Confidential Information has been developed or obtained by Nova Classical Academy and agrees to hold in confidence and to not disclose the Confidential Information to any person or entity without the prior written consent of Nova Classical Academy and the parents of said student. In addition, no copying or modifying of information without written consent will be done.

By signing this agreement, the volunteer is also agreeing to hold in confidence observed interactions or conversations which may take place in a classroom or school setting between teacher and student, between students, or between faculty and staff members.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **NOTICE TO PARENTS AND GUARDIANS**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### **Parent Volunteer Background Checks**

Nova Classical Academy requires that all parents/grandparents/etc. that volunteer in the classroom or at the school undergo an in-depth background check every three years, which is conducted through the Minnesota Bureau of Criminal Apprehension. *The cost of this is \$8.00 per person and the cost is to be incurred by the person volunteering.*

For the two in-between years, Nova performs an on-line background check which is done at no charge. In order to do the on-line background check, we need to notify each volunteer of our intent to do so. Nova will email notice to volunteers that the school will be conducting on-line check, using the information the volunteer provided in year one for the in-depth background check. If the volunteer has changed his/her name since the year-one check, please contact Nova's Business Manager.

If for some reason you do not want Nova to perform an on-line background check, please inform Nova's Business Manager.