

Colcord Public Schools Volunteers

The Board recognizes that school volunteers provide a valuable service to the District and authorizes the Superintendent or designee to develop and deploy an effective volunteer program that includes the recruitment and selection of school volunteers. In order to protect the students and their families and to achieve a program of high quality, Colcord Public Schools has adopted the following regulations and standards for those who participate in the Volunteer Program. Principals receive completed application, confidentiality form, volunteer contract, and determine the need for background check at volunteer expense.

District Regulations

1. Upon arrival at the school volunteers must check-in at the main office, sign-in, and pick up a badge authorizing them to be in the building.
2. When at the site, if a student should require assistance because of a health issue or injury, the volunteer should seek the aid of school personnel and must avoid giving medications or medical treatment to any student. For safety purposes volunteers are not to clean blood spills or come in contact with bodily fluids.
3. School staff is responsible for the overall care of the students and are authorized to take care of discipline issues which arise at the school site. When discipline issues arise, volunteers must seek the assistance of school personnel.
4. While at the school site, volunteers may not promote commercial products, brand names, religious beliefs, political candidates or parties.
5. The district values every volunteer. As such, any time heavy lifting or strenuous physical tasks are necessary the volunteer must seek assistance from the site staff.

Standards & Guideline

1. Colcord Public Schools expects learning and working environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as models of the civic values and societal norms important to the Colcord community.
2. The relationship between the volunteer and staff member should be one of mutual respect and bring value to the learning environment. While on campus volunteers work under the direction and supervision of school staff member.
3. The teacher is responsible for the content and the learning techniques in the classroom, and it is important that while the volunteer is working with them, they support the teacher. A volunteer should either make an appointment or visit with the teacher to be clear on their duties when assisting.
4. Because a great deal of planning is required for preparation of student learning, volunteers need to be dependable and on time.
5. When it becomes necessary that a volunteer discontinue their assignment, they should notify the school site.
6. Because Colcord Public Schools value the commitment and time volunteers spend in the schools, the district maintains a log of volunteer hours. As such, volunteers are asked to record their hours of service on the form designated at the school site. This is so the hours in totality can be reported to the district administration.
7. A safe and productive learning environment is paramount at all sites. As such, any matters of concern should be brought to the site administrator.

Colcord Public Schools Volunteer Contract

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

Volunteer Guidelines

In order to protect the students and their families and to achieve a program of high quality, Colcord Public Schools has adopted the following regulations and standards for those who participate in the Volunteer Program.

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14. A safe and productive learning environment is paramount at all sites. As such, any matters of concern should be brought to the site administrator.

I have read, understand, and agree to abide by the regulations, standards and guidelines described in this document.

Volunteer Signature

Date

Volunteer Agreement

If you want to volunteer at our school in any capacity involving interaction with our students, we **MUST** have a signed agreement from you. A new agreement is required each school year.

Confidentiality

As community volunteer assisting within the Colcord Public School District, you have been authorized by the superintendent or his/her designee to act as a volunteer subject to the direction and control of the school's administrators and teachers. As a volunteer, you may, under limited circumstances, have access to student education records in connection with your authorized duties. Student education records include all records, files, documents, and other materials that contain personally identifiable information on any student (including student grades).

What I hear or observe about students or staff while volunteering at Colcord Public School will remain confidential.

By signing below, you agree to maintain the confidentiality of all student education records and information that you generate or to which you are given access as an authorized community volunteer. This means that you agree not to disclose student education records or personally identifiable student information in such records to any person other than the school administrator(s) and the teachers(s) with whom you are working. You understand and agree that your failure to maintain the confidentiality of all student education records to which you are given access may disqualify you from service as a volunteer in the District.

Thank you for your service and for your compliance with these important requirements.

Printed Name of Volunteer

Date

Volunteer's Signature

Date of Birth

Names of children at our school (if applicable)

PUBLIC SCHOOLS BACKGROUND CHECK

AUTHORIZATION AND RELEASE

In connection with my employment/volunteerism or application for employment (including contract for services and volunteer work), an investigative consumer report and consumer reports, which may contain public record information, may be requested from AMERICANCHECKED, INC. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, academic history, professional credentials, drugs/alcohol use, information relating to your character, general reputation, personal characteristics, mode of living, educational background, or any other information about you which may reflect upon your potential for employment gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information. Such reports may contain public record information concerning your driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc, from federal, state and other agencies which maintain such records.

I authorize COLCORD PUBLIC SCHOOLS, or its agent, AMERICANCHECKED, INC. or other entity, to prepare a consumer report or investigative consumer report about me for employment/Volunteer-related purposes. I have been provided a copy of the summary of the rights of the consumer pursuant to the Fair Credit Reporting Act (FCRA).

I hereby fully release and discharge AMERICANCHECKED, INC., their respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing information to AMERICANCHECKED, INC. from all claims and damages arising out of or relating to any investigation of my background for employment/volunteer purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

AMERICANCHECKED, INC. is authorized to disclose all information obtained to the requesting entity for the purpose of making a determination as to my eligibility for employment/volunteerism, promotion or any other lawful purpose. I agree that such information, and my employment history, may be supplied to AMERICANCHECKED, INC. If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of consumer reports at any time during my employment/volunteerism or contract period.

By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my being hired, my employment/volunteerism, or my eligibility for promotion.

Signature of volunteer: _____ .

Today's Date : _____ .