

HARTLAND LAKESIDE SCHOOL DISTRICT VOLUNTEER BACKGROUND CHECK REQUEST

PLEASE PRINT CLEARLY

First Name: _____

Middle Name: _____

Last Name: _____

Maiden Name: _____

Date of Birth: _____

Email address: _____

I have read and acknowledge the Volunteer Policy, 862 (see back side)

Volunteer authorization to complete background check – please sign:

Copy of driver's license and/or other government identification is attached

Proof of identity has been verified by HLSD employee

_____ Employee's signature

_____ Employees printed name

_____ Date

Please return this form attached with copy of identification directly to Michele Davis – District Office. If you have questions, please email mdavis@hartlake.org.

VOLUNTEERS

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility for supervising students in school, on the playground, during field trips and/or athletic events.

The voluntary help of parents and/or citizens should be requested by staff through administrative channels for conducting selected activities, athletics and/or to serve as resource persons.

Volunteers will:

- A. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- B. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor, coach or principal.
- C. **Adhere to the confidentiality of information on student behavioral, academic, or social/emotional needs.** When necessary pertinent information should be reported to the building administrator.
- D. Refer to a staff member for final solution of any student problem that arises, whether of an instructional, medical or operational nature.
- E. Receive a description of volunteer tasks from school staff.
- F. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal in consultation with a district administration and pertain to the specific responsibility of that position.

Volunteers in the following group are required to complete a background check by the district prior to the assignment of volunteer duties:

- Volunteer athletic coaches or club advisors
- Volunteer working with individual students or small groups of students
- Chaperone of field trips and/or school sponsored sleepovers
- Student teachers
- Health room volunteers

The district office will complete criminal background checks. If the criminal background check confirms a conviction or pending charges, the criminal record shall be evaluated by administration. Administration will determine if the individual will be accepted as a volunteer based on whether the circumstances of the conviction or pending charges substantially relate to the particular duties of the volunteer position. Individuals requesting to be volunteers will be contacted upon *unsuccessful* completion of the criminal background check regarding the volunteer position.

Approved: November 2009

Revised: August 2012