

## SCHOOL VOLUNTEERS

The Independence Board of Education recognizes that valuable services to and for students can be made by community citizens as volunteers. The Board encourages the use of volunteers and the following policy is therefore established.

Volunteers may come from all backgrounds and all age groups, and may include any persons willing to give their time to help students and school staff.

Volunteers working on a regular basis may assist certified and non-certified staff under the supervision of principals by offering supportive and supplemental service under professional supervision and direction such as:

- tutoring students under the supervision of the classroom teacher
- relieving teachers on non-teaching, clerical tasks
- providing enrichment experiences for students to supplement the regular educational program
- providing services to the libraries, lunchrooms, playgrounds, athletic events, music programs, school plays, field trips, and other non-academic operations of the District
- assisting coaches/advisors with activities

Offers to serve as school volunteers should be made through the building principal's office. All volunteers applying after January 1, 2002 will be required to complete an application, which includes a background, orientation/video or training, and Board approval before beginning to volunteer. The completed application form will be retained in the office of the respective building principal.

Inservice and orientation activities shall be planned for volunteers so that they may become skilled in performing their assigned tasks.

Volunteers will be restricted from access to confidential information in student and employee files. Volunteers are responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteers will be covered under the District's liability insurance policy while performing services authorized by the District Administrator or building principals.

Volunteers will be recognized appropriately on a yearly basis, typically during National Volunteer Week in April. It is the responsibility of the teachers and administrators to coordinate this recognition.

Attachment: Volunteer Application

First reading, January 28, 2002

Second reading and adoption as Board policy, February 18, 2002

Reaffirmed annually January 27, 2003 through January 11, 2012

Revised January 3, 2018

Office Use Only  
Background Check Completed \_\_\_\_\_  
(Initials)

(Date)  
Independence Public School  
School Volunteer Application Form

Completion of this form is required in order to volunteer or chaperone in the Independence School District.  
All applications will be reviewed, and are subject to administration and board approval.

School Year \_\_\_\_\_ (Check one below)

\_\_\_ I wish to apply as a volunteer for the current school year only.

\_\_\_ I wish to apply as a volunteer for the duration of time that my children attend this school, or until further notice.

Last Name \_\_\_\_\_ (Maiden Name) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ e-mail address \_\_\_\_\_

Driver's License Number (Required of all volunteers) \_\_\_\_\_ State of Issuance \_\_\_\_\_ Expiration Date \_\_\_\_\_

Note: If you intend to drive a vehicle as a volunteer, you must also submit proof of insurance.

**Health:** Do you have any health or medical conditions that our school needs to be aware of? (All information is confidential and made known only to those directly involved.) Please indicate any health or medical conditions or concerns that we should know about:

\_\_\_\_\_

\_\_\_\_\_

**Criminal History:** For the safety of our children, a background check will be conducted on all applicants.

· Have you ever been convicted, pled guilty, pled "no contest," or been arrested, or charged for a criminal offense other than a minor traffic violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

· Are charges pending for any criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

· Have you ever been arrested or charged for a drug, alcohol, or sexually related offense or act of violence? \_\_\_\_\_ Yes \_\_\_\_\_ No

· Have you ever been reported for child abuse/sexual activities involving a student or minor, arrested or had charges filed against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

· If "yes" to any of the above, please explain. Attach a sheet if necessary.

\_\_\_\_\_

\_\_\_\_\_

**Declaration:** As a volunteer, I agree to abide by the rules and policies of the Independence School District, and Public Records Laws. I have received, read, and understand the Volunteer Handbook, and I agree to abide by all provisions of that Handbook, including the requirement that I maintain strict confidentiality with information to which I have access, while performing my duties. I also understand that all personally identifiable information regarding students is confidential, and that I may not disclose or discuss any such information, except to or with the teacher. I hereby authorize the School District of Independence to undertake a background check. My signature on this form is deemed to constitute consent and notification that a background check will be conducted. Failure to fully complete this application, or falsify the document, will result in automatic disqualification of the applicant.

X \_\_\_\_\_  
Applicant's Signature Required to Volunteer

\_\_\_\_\_ Date