



Martin L. McGinley – District Administrator
Drew Halbesma - Principal

Towns of Wheatland – Brighton – Randall – Salem
6606 368th Avenue, Burlington, WI 53105

Wheatland J1 School District

Wheatland Center School Volunteer/Background Form

Date: _____

Full Legal Name: _____ E-mail Address: _____

Phone number: _____ Birth Date: _____ Sex: _____ Race: _____

Have you ever lived or worked outside the State of Wisconsin in the last five (5) years?

If yes, please indicate where and when: _____

Names of your children enrolled at Wheatland: _____

Criminal Information Record Check

Wheatland District conducts a criminal information check of all staff and volunteers to ascertain whether the circumstances of a criminal conviction, or a pending criminal charge, substantially relate to working with students. **Background checks are valid for 3 years. It is not necessary to complete another form within the 3 year period.** Administration does hold the right to request a background check within the 3 year period.

Confidential Information

Protecting and maintaining confidentiality is the professional responsibility of every person assigned to work within the Wheatland School District, whether and employee of a volunteer. Inasmuch as confidential information is a daily part of the normal course of business within the School district, all volunteers are expected to abide by the following guidelines and to extend every effort possible to protect this information.

Guidelines

- Refrain from discussing information regarding a student, District employee, or administrator in an open area, the teachers' lounge, classroom, hallway, etc. Do not have conversations mentioning student names where other students, faculty, staff, or visitors may overhear what is being discussed. It is best to use a private office for these types of conversations.
- Be especially cognizant of leaving sensitive or confidential information accessible to others in the classroom or work area (i.e., student records, grade books, test results, disciplinary actions, performance evaluations, etc.)
- If the need arises to communicate with another individual regarding a student, sensitive issue, a member of the staff, etc., please schedule a face-to-face meeting rather than using electronic e-mail or voice mail. These systems are not completely protected and can be subject to breaches of security. Electronic e-mails and voice mail messages can be requested as legal documentation. Deleted e-mails and voice mails can still be retrieved from the district server if subpoenaed by a court of law.
- Information confidential to Wheatland District should never be discussed outside of workplace.

Any questions or concerns regarding any exceptions to this statement of confidentiality should be discussed with the building or District Administrator.

I have read and fully understand these Guideline for Confidentiality. As a District volunteer, I understand it is my responsibility to follow these guidelines in protecting and maintaining confidential information within the Wheatland School District.

Volunteer Signature

Date Signed

Print Name