

All volunteers are required to complete this form. The information listed will be used to conduct a mandatory criminal record search.

If you have already filled out this form once for the current school year for any activity in the school district, do not fill it out again.



SOUTH HAVEN PUBLIC SCHOOLS  
554 Green Street  
South Haven, MI 49090  
269-637-0544

### VOLUNTEER / MENTOR PERSONNEL APPLICATION

Type of Volunteer Work: \_\_\_\_\_  
(Examples: Field Trip, Helping in a classroom, Tutoring, Coaching)

Specific School(s) : \_\_\_\_\_

**PLEASE PRINT CLEARLY:**

Name \_\_\_\_\_  
First Middle Last

Have you ever used a different name? (Including maiden name) Yes \_\_\_\_ No \_\_\_\_

If Yes, list name(s) \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**ALL of the following information is necessary for a mandatory criminal record search to be done through the Michigan State Police (\*See notation on back)**

Date of Birth: \_\_\_\_\_  
(Month) (Day) (Year)

Race: \_\_\_\_\_  
White Black Asian or American Indian Unknown/Other  
Pacific Islander or Alaskan Native

Sex: \_\_\_\_\_  
Male Female

I hereby declare the information provided by me in this Volunteer application is true, correct, and complete to the best of my knowledge.

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

**OVER ⇒ Sign FRONT AND BACK of this Form and Return ⇒**

**SOUTH HAVEN PUBLIC SCHOOLS  
COMMUNICATION TO VOLUNTEERS REGARDING CORPORAL PUNISHMENT**

Thank you for volunteering to assist students at South Haven Public Schools.

If you are in a situation in which you believe student discipline is called for, please notify the administrator or teacher who is responsible for the activity. The administrator or teacher will then take appropriate action.

Do not use corporal punishment as a means of discipline. Corporal punishment is defined as “the deliberate infliction of physical pain by hitting, paddling, spanking, clapping, or any other physical force used as a means of discipline.” Michigan law and Board of Education policy prohibit the use of corporal punishment.

If it is necessary to protect yourself or others, you may use such physical force as is reasonably necessary.

If you have any questions or concerns, please do not hesitate to communicate with an administrator or teacher.

**ACKNOWLEDGMENT OF RECEIPT**

**I acknowledge receipt of a copy of this communication and a list of alternatives (attached) to the use of corporal punishment of students.**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

**SIGN FRONT AND BACK**  
**RETURN THIS FORM**

**\* NOTE regarding the mandatory criminal record search:**

Michigan law states, *“If the report received by a **school district, intermediate school district, public school academy, or nonpublic school under subsection (8) discloses that an individual has been convicted of a felony other than a listed offense, then the school district, intermediate school district, public school academy, or nonpublic school shall not employ the individual in any capacity, or allow the individual to regularly and continuously work under contract in any of its schools unless the superintendent or chief administrator and the board or governing body of the school district, intermediate school district, public school academy, or nonpublic school each specifically approve the employment or work assignment in writing.**”*

This law also applies to volunteers.

(A listed offense is a crime that requires registration as a sex offender.)

### **List of Alternatives to Corporal Punishment**

Each employee, volunteer, or contractor shall consider use of the following alternatives to corporal punishment in administering student discipline. These options are suggested as viable alternatives to the use of corporal punishment. This list is not exhaustive and is not presented in any order of priority.

- Provide direct instruction to students in social skills and problem-solving strategies
- Use positive reinforcement to teach and maintain the use of appropriate problem-solving and social skills
- Use social reinforcers such as teacher feedback, peer pressure, and other self-esteem enhancing activities to support and maintain the use of problem-solving and social skills.
- Apply logical consequences that will teach students personal responsibility for their actions.
- Consider the use of time-out, which may allow students to learn to take control of their actions and ultimately, in conjunction with instruction in social skills to cease their undesirable behavior.
- Employ problem-solving classroom meetings and/or school assemblies with honest discussion of problems to encourage student ownership of and responsibility for solutions.
- Establish a variety of strategies for communicating with parents.
- Establish contractual agreements that clearly outline consequences with students and their parents to enhance the development of self-control behavior.
- Use an in-school suspension program in which the student performs curricula-related activities.
- When necessary, refer students for counseling services.
- Refer students whose behavior indicates the possibility that they have a disability for consideration of an evaluation pursuant to IDEA or Section 504.
- Consider and take action in accordance with the Student Code of Conduct when disruptive behavior occurs.