

**SCHOOL VOLUNTEERS**

The Board of Education recognizes that volunteers can make valuable contributions to students and the district educational program. A volunteer program subject to appropriate rules, safeguards, and regulations is approved by the board.

The superintendent will establish rules and regulations which support this policy.

**LAWTON PUBLIC SCHOOLS**

**Volunteer Registration**  
(Please Print or Type Form)

**Name:** \_\_\_\_\_  
Last First Middle

**Home Address:** \_\_\_\_\_  
Street City & State Zip

**Home #:** \_\_\_\_\_ **Work #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

Current/Most Recent Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_

Have you volunteered for LPS previously?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, When?: \_\_\_\_\_ Where?: \_\_\_\_\_

Please describe any previous experience volunteering or working with youth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference Information:**

Please list the names, addresses and telephone numbers of persons you would like to use as references. (Please list only people you have known for at least one year.) You may use an employer reference as one of your references; however, references may not be family members. (Note to agencies: Obtaining a reference from a previous volunteer organization is recommended.)

1) Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2) Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Statement of Confidentiality:**

As a volunteer with Lawton Public Schools, I understand that I may be aware of, witness, or be directly informed of sensitive and personal information about the young person or his/her family members.

I agree to respect the confidence of all with whom I come into contact and not disclose confidential information except under the following circumstances as required by law:

- Disclosed threat of harm to self or others
- Disclosure of physical, sexual, or emotional abuse or neglect

I further agree to report any such disclosures or incidents IMMEDIATELY to representatives of Lawton Public Schools and inform the person of the requirement to do so.

\_\_\_\_\_  
Applicant's Signature Date

**Volunteer Registration (cont.)**

**Disclosure Statement:**

This authorization and release is executed under penalty of perjury on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, applicant, for volunteer with the \_\_\_\_\_ School District No. \_\_\_\_\_, of \_\_\_\_\_ County, Oklahoma.

Applicant understands that the school district’s receipt of a clear state or national felony record search of his/her name and fingerprints **could** be a condition of volunteerism with the School District. Since applicant desires to volunteer with the School District, applicant has authorized the School District permission to request and obtain the results on an Oklahoma or national felony record search of applicant’s name and fingerprints. Applicant hereby releases applicant’s felony record search results to the School District. Applicant also releases the School District of any and all liability relating to its request for, receipt, and use of the search results.

Applicant acknowledges that applicant has been furnished and understands all of the requirements of the School District’s felony record search policy and agrees to be bound by all of its terms and conditions.

Applicant also agrees to truthfully answer the following questions:

Have you ever:

- |  | Yes | No  |
|--|-----|-----|
| 1. Entered a plea of guilty or nolo contendere to a state or federal felony charge?  | ___ | ___ |
| 2. Been convicted of a state or federal felony offense?  | ___ | ___ |
| 3. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?                      | ___ | ___ |
| 4. Been charged with a state or federal felony offense, which was reduced to a misdemeanor charge to which you were found guilty?  | ___ | ___ |
| 5. Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? | ___ | ___ |

Applicant understands that if the felony record search reveals a prior felony offense conviction or if applicant provides a false response to one or more of the above questions, then applicant could be denied acceptance as a volunteer. Applicant waives the right to any and all due process procedures to which the applicant might otherwise be entitled under federal and state law and the School District’s Policies and Procedures.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**SCHOOL VOLUNTEER PROGRAM  
(REGULATIONS)**

It is the policy of the board of education to institute and encourage a Parent Volunteer Program in the school system.

The primary purpose of the school volunteer program shall be to free the teachers from tasks that could be accomplished by others in order for the teachers to spend more time teaching. Examples of activities that can be performed by volunteers are:

1. Making bulletin boards;
2. Clerical tasks, such as filing, typing, etc.
3. Telling stories to children;
4. Listening to children read;
5. Conducting flash card drills;
6. Drilling spelling words;
7. Assisting the school nurse with visual and hearing screening;
8. Reinforcing math facts;
9. Gathering resource material;
10. Making props and sets for plays;
11. Teaching a foreign language;
12. Tutoring;
13. Anything else as deemed necessary by the cooperating teacher;
14. Other activities too numerous to mention.

Volunteers will not be allowed to volunteer in their children's or grandchildren's rooms on a regular basis at the elementary level.

**SCHOOL VOLUNTEER PROGRAM (REGULATIONS) (cont.)**

Volunteers will not be subjected to a dress code, as such, but will be expected to dress appropriately and be neat and clean in appearance. No shorts (except in physical education classes) or shirts with inappropriate slogans will be permitted.

Volunteers will not be asked to assume playground or lunchroom duties, nor will they be left alone with a classroom except in an emergency situation.

Volunteers are expected to be professional in their roles as volunteers and to be positive about their jobs and the school system. A friendly, courteous relationship is expected between teachers and volunteers.

Problems will be dealt with if and when they arise by the volunteer coordinator, teacher, and volunteer. If the situation cannot be resolved at this level, an administrator will be asked to evaluate the situation.

The program will be expanded as deemed necessary by the volunteer coordinator, administration, and teachers.

The volunteer coordinator is to be recommended by the administration and approved by the board of education.