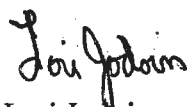


Dear Parents:

We enjoy having parents and volunteers in the school and at school/PAC events. However, we are required by the Bureau of Indian Education to have on file a completed volunteer packet for any volunteer who will have contact with or supervision of the students five or more times a year. This includes contact such as field trips, having lunch with the students, volunteering in the classroom, etc... Attached you will find a copy of a volunteer background check. **Please complete the packet and return it to me with a copy of your driver's license.** These forms are valid for one year. I know it may seem inconvenient to fill out these forms each year, but to assure the safety of all the students, it must be done. Please do not hesitate to contact me at 635-5055 ext. 160 or ljodoin@jklschool.org should you have any questions about this process. Thank you for being willing to volunteer and helping to keep our students safe.

Sincerely,



Lori Jodoin
Parent Involvement Coordinator

Forms are printed on both sides. Please make sure to fill out both sides completely and sign where a signature is required.

Turn in with a copy of your current driver's license.

Joseph K. Lumsden Bahweting School
1301 Marquette Ave.
Sault Ste. Marie, Michigan 49783
Phone 906-635-5055

PERSONAL INFORMATION For Volunteers

NAME: _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP CODE _____

PHONE: _____ DOB: _____

E-mail Address: _____

GENDER: (PLEASE CIRCLE) MALE FEMALE

NOTIFY IN CASE OF EMERGENCY: _____

RELATIONSHIP OF EMERGENCY CONTACT: _____

TELEPHONE # _____

DR. NAME: _____

MEMORANDUM

TO: All Employees and Volunteers

FROM: Human Resources

RE: Confidentiality of Information

As a staff member or a volunteer who work in the school, you are exposed to confidential information on a daily basis. As such, it is important to clarify and reiterate rules and expectations governing confidential information. Please read this document carefully, and sign below to acknowledge you have received this information. Please keep a copy for yourself and return the original to me.

School staff or volunteers have an opportunity to hear, read, and observe confidential information on a daily basis. Written confidential information includes all student records, grades, and enrollment information, discipline files and reports, staff personnel documents, payroll information (including sick and vacation leave documents), correspondence, bills, and related information. Information which you hear or observe is equally confidential. This includes student behavior issues, student/staff interactions, staff/staff interactions, etc. As school staff or a volunteer, you will have occasion to overhear discussions regarding students, staff, parents, or other school issues. All information you hear, observe, or read, which relates to the above as well as personal, employment, enrollment, financial or other non-public issues are strictly confidential. To reveal any such information is to violate confidentiality, and to engage in gossip behavior. Both are violations of the school policies and are subject to disciplinary action.

Information, which is public, is all general information regarding enrollment procedures, school calendar, school policies, etc. If you have any questions, please check with the Superintendent.

Staff and volunteers deal with sensitive issues, minor children, community members, and a large number of people. To ensure a safe, productive, and harmonious environment it is imperative we not engage in any type of behavior, which would violate the rights of others or cause them harm.

Please let me know if you have any questions or confusion regarding the above statements. We appreciate your assistance and cooperation in this matter.

I have received and reviewed the above information regarding confidentiality.

Signature _____ Date _____

Printed Name _____

**JOSEPH K. LUMSDEN BAHWETING SCHOOL
DRUG FREE WORKPLACE POLICY**

The JKL Bahweting School Board of Directors believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an education setting, which is not tainted by the use or evidence of use of any controlled substance.

Staff and volunteers shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the school's professional staff and/or volunteer at any time while on school property or while involved in any school—related activity or events. Any staff member or volunteer who violates this policy shall be subject to disciplinary action.

Under the Drug Free Workplace Act, JKL Bahweting School is requesting that you read the above Drug Free Workplace Policy.

Please sign below to acknowledge that you have read and received this policy and that you agree to abide by it in all respects.

Signature _____ Date _____

Printed Name _____

Mandatory Reporting

The JKL Bahweting Anishnabe School staff, in conjunction with parents and the community, strives to provide high quality programs and services within a nurturing, safe, and orderly environment. In order to accomplish this task, all full time, part time, substitute, temporary staff, and volunteers who have access to children are required to report incidents or suspected instances of child abuse and neglect which have occurred, which are occurring, or which may occur, to local law enforcement services, local child protection agencies, or the child abuse hotline. It is not sufficient to simply inform another staff person of the abuse or expected abuse. Individuals who expect abuse are to immediately report incidents to the building administrator as well as the local child protection agency.

I have been informed of and understand this policy. I am aware that as a volunteer I am required to follow it. If I have questions, I will direct them to the school administration.

Printed Name

Date

Signature

VOLUNTEER BACKGROUND CHECK
Acknowledgment Form

Non-employment Background Checks Only

Service to provide: _____ Date to Provide Service: _____

In order to ensure the protection of children in the care of JKL Bahweting Anishnabe P.S.A., school policy requires, prior to any and all persons providing a volunteer service at the school or for any function conducted by the school; all potential volunteers complete a State of Michigan background check. The background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers. Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered.

POTENTIAL VOLUNTEER INFORMATION

Full Printed Name: _____

Maiden name or other name(s) previously used: _____

DOB: _____ Sex: _____ Eye Color: _____ Hair Color: _____ Height: _____
[mm/dd/yyyy]

HISTORY INFORMATION

1) Have you volunteered at JKL Bahweting Anishnabe P.S.A. before? ☐ Yes ☐ No

2) Have you ever pled guilty, or been convicted of a felony in a state or federal court?

☐ Yes ☐ No

Date and state offense/conviction occurred: _____

If yes, provide a detailed description of the conviction: _____

3) Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court?

☐ Yes ☐ No

Date and state offense/misdemeanor occurred: _____

If yes, provide a detailed description of the conviction: _____

4) Are you the subject of a current criminal investigation or have pending charges against you?

☐ Yes ☐ No

Date and state the investigation is ongoing: _____

If yes, provide a detailed description of the investigation or pending charges: _____

JKL Bahweting Anishnabe P.S.A. reserves the right to "approve" or "deny" any volunteer service upon review of the background check returned through ICHAT. The determination will be based upon the individual's fitness to have responsibility for the safety and wellbeing of children. Providing false

JKL Bahweting Anishnabe P.S.A.
Rev. 09/12/2013

information, or information contradicting the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete a name based background check through ICHAT.

Signature: _____
Date Signed: _____

Please return completed form to JKL Bahweting Anishnabe P.S.A. Questions or concerns, please contact Lori Jodoin, Parent Involvement and After School Coordinator.

OFFICE USE ONLY

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date Approved/Denied [mm/dd/yy]	Determining Staff Member [Initials]
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DHS-1929, CENTRAL REGISTRY CLEARANCE REQUEST

Michigan Department of Health and Human Services

(Revised 11-22a)

COPY PHOTO ID HERE
OR
ATTACH A SEPARATE PAGE

SECTION 1 – INFORMATION ON PERSON BEING CLEARED

Name, (First, Middle, Last)	Signature Required for Individual Being Cleared	Date
Maiden Name, Aliases, also known as (A.K.A)	Social Security Number	Date of Birth
Address	City	State Zip Code
Phone Number	Email	

☐ I am completing this for myself.

☐ I would like to pick up my results in _____ County (For Michigan Residents Only).

SECTION 2 – REQUESTER INFORMATION

Check Appropriate Box.

- ☐ Employer
☐ Volunteer Agency
☐ Adoption/Foster Care Home Screening
☐ Court/Law Enforcement/Department of Corrections/Prosecuting Attorney
☐ Child Caring Institution
☐ Other

Name of Agency or Organization	Name of Requester		
JKL Bahweting School	Lori Jodoin		
Address	City	State	Zip Code
1301 Marquette Avenue	Sault Sainte Marie	MI	49783
Email	Fax	Phone Number	
ljodoin@jkl.school.org	906-635-3805	906-635-5055	

Effective November 1, 2022, only confirmed cases of methamphetamine production, confirmed serious abuse or neglect, confirmed sexual abuse, or confirmed sexual exploitation will be classified as a central registry case in Michigan. Individuals may have child welfare history that previously resulted in central