

**ARLEE PUBLIC SCHOOLS**

**VOLUNTEER HANDBOOK**

**2017-2018**

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## INTRODUCTION

Thank you for your interest in volunteering for Arlee School District. District schools depend on volunteers and value their contributions. Your willingness to serve the students and staff of the District is greatly appreciated.

The District serves kindergarten through 12<sup>th</sup> grade in elementary school, a middle school and a high school. Volunteers benefit District students by engaging them in experiential learning, getting them excited about their education, and developing closer relationships with members of the Arlee community. Volunteers benefit District staff members by assisting them provide a comprehensive academic experience.

This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers. The District offers a wide variety of volunteer opportunities. Some assignments provide the volunteer with a chance to work with children, while other experiences may be available for those who prefer not to work directly with children.

Prior to volunteering, you must submit the attached Volunteer Application form as well as the Criminal Background Check Authorization, Volunteer Disclosure, and Guidelines and Acknowledgment for Volunteer Field Trip Chaperones forms as required.

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher or the school. If your volunteer placement does not work for you, the teacher or the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

## LETTER FROM THE SUPERINTENDENT

The staff and administration want to express their appreciation to you for assuming an active role in our schools. We are positive that your interest, time and energies will enhance the services our schools can provide for all Arlee Public Schools students. As a volunteer, you need to be aware that our students may look to you as a role model. Because of this, we have created a volunteer handbook that explains the important role you will play as a volunteer. We hope you will find personal satisfaction in giving back to our students. We, as a staff believe that this is an exciting time to be a part of the education community in Arlee Schools. Again, thank you for giving your valuable time and talent to the precious children of Arlee Schools.

James A. Baldwin, Superintendent  
Arlee Joint School District No. 8

## VOLUNTEER EXPECTATIONS

Volunteers are expected to:

- ✓ Sign in and wear an ID badge on school grounds at all time.
- ✓ Wear professional attire. Remember that you are acting as a role model and you should dress and act appropriately.
- ✓ Show respect for all staff and students.
- ✓ Share concerns regarding students with the school staff only.
- ✓ Be prompt. Remember in the secondary schools, students may have a class for just 45-60 minutes so it is important to make every minute count.
- ✓ Do not accept this responsibility lightly. Teachers will have planned for you; your student is dependent upon you. Volunteer for only the time you can realistically expect to fulfill.
- ✓ Discuss any questions or concerns with the teacher or administrator.
- ✓ Treat all information about a student in confidence.
- ✓ Follow all rules and policies set by the school.

If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there. Please do not bring younger children to the school during your volunteer hours. You will also be asked to turn off your cell phone while you are volunteering in the classroom and are discouraged from making personal calls while on the school campus.

## CHECK-IN PROCEDURES

All volunteers are required to sign in and out at the front desk of their school **each time** they volunteer. This procedure helps the schools keep track of volunteer numbers and hours.

Sign-in procedures should be explained to you prior to or on your first day as a volunteer. School secretaries can answer any questions you have about the sign-in/sign-out procedures.

## **GROUND RULES FOR SCHOOL DISTRICT FACILITIES**

- ⊗ No smoking or tobacco allowed, including on athletic fields and in district vehicles.
- ⊗ No weapons allowed.
- ⊗ No drugs or alcohol allowed.
- ⊗ Do not use school equipment for personal purposes.

## **ATTIRE AND BEHAVIOR**

Volunteers should take their lead from staff and dress appropriately for the job they are doing. Attire should be clean and neat. Your appearance should attract no undue attention. It is important to remember that you are in a position to set an example for students. Your speech and behavior should serve as a good model for them to follow.

Volunteers should wear attire appropriate for working with minors. T-shirts with logos depicting tobacco, alcohol or firearms are prohibited for volunteers as well as students. As a general guideline, if a shirt shows your stomach when you raise your hands over your head, it is too short; and skirts, dresses or shorts should extend below your fingers when your arms are held at your side. If you know that you will be doing a lot of walking or outdoor work during your service, please remember to bring sufficient shoes and a jacket, as the school will not have extras to provide.

## **IDENTIFICATION**

Volunteers are required to wear a nametag or identification when in the schools, just like District employees. Each school may have different forms of volunteer nametags, and the school secretary can help you determine how to identify yourself. When filling out the nametag, use the name students call you (i.e. “Grandma Mary” or “Mr. Smith”).

## **COMMUNICATION WITH SUPERVISOR**

Keeping the lines of communication open between volunteers and teachers can help both feel more comfortable with your time in the classroom. The responsibility for this communication falls on both parties. Little misunderstandings can become conflicts if left unaddressed, the same way a small “thank you” or nice word can go a long way toward a happy volunteering experience.

## CONFIDENTIALITY

Students in District schools have the right to expect that information about them will be kept confidential by all volunteers. Congress passed the Family Educational Rights and Privacy Act (“FERPA”) which addresses the privacy-related concerns of educators, parents, and students.

Volunteers are expected and required to keep all ‘student information’ that they obtain while working as a volunteer for the district confidential. FERPA strictly prohibits school districts and volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Disclosure of student information by a volunteer is a violation of FERPA and may subject the volunteer and the District to civil liability.

It is very important that you keep information about students confidential. Do not make references to student’s abilities in front of other students. The only person who should be told about a student’s work is their teacher. If parents ask about their student’s progress, suggest in a friendly way that they contact the teacher.

## CRIMINAL BACKGROUND CHECKS

District Policy requires all volunteers who will have **unsupervised** contact with students to pass a criminal background check. This policy helps ensure the safety of all students and is not intended to discriminate based on criminal history. Background checks do not include any financial information, such as credit history, taxes or income.

- ❖ **Unsupervised** positions refer to those where the volunteer has contact with students while not in the presence of a District employee (i.e. teacher, administrator).
- ❖ **Supervised** positions refer to those where the volunteer has contact with students only in the presence of a District employee.

Any questions regarding the classification of your desired volunteer assignment or specific restrictions that may apply as a supervised volunteer may be directed to the teacher or administrator you will work with, or the school’s principal.

You must fill out and return the Criminal Background Check Authorization and Volunteer Disclosure forms at the back of this handbook, and your check must be processed before you may begin volunteering.



## GUIDELINES FOR SAFE INTERACTION WITH STUDENTS

All interactions with students should be professional and focused on teaching and learning. Touching children carries a risk. A volunteer can be accused of impropriety, unnecessary physical contact, or sexual harassment. School volunteers and staff must use good judgment to determine whether or not to touch students and under what conditions.

Students' ages can affect their interactions. Generally, the following should be considered when dealing with students of different ages:

- ❖ *Grades K-3.* It is virtually impossible to avoid all contact with students of this age. However, it is important to use caution and attempt to keep touches to arms, back and shoulders only.
- ❖ *Grades 4-9.* Students may view a touch on the shoulder or back as sexual in nature. They are extremely sensitive regarding remarks about clothing and physical appearance. Safeguard students' personal boundaries by not patting knees, putting arms around shoulders, hands or waist.
- ❖ *Grades 10-12.* Very little touching is acceptable with this group. Also avoid trying to counsel students of this age, especially about sexual, personal or romantic matters.

Some students may be comfortable with touch and want to sit in your lap or give you a full frontal hug. As the adult and role model, you can direct that affection into a physically appropriate action like a side hug or sitting without frontal contact.

By modeling appropriate touch, you are building trust with the student and helping them understand that ways it is safe and appropriate for a non-relative adult to touch them. Below are some general guidelines regarding appropriate and inappropriate touching:

### Appropriate

- ✓ Shoulder-to-shoulder or side hugs
- ✓ Handshakes, high fives
- ✓ Get permission before touching

### Inappropriate

- ⊗ Stroking the hair, head
- ⊗ Piggyback rides
- ⊗ Full-frontal hugs
- ⊗ Tickling, wrestling or any action that immobilizes or compromises the child's movements
- ⊗ Sitting on laps
- ⊗ Contact with the child's private areas

It is essential you exercise good judgment when interacting with students. If you are working alone with students, make sure to always keep the door open and work with the student in a room with a clear, unobstructed view into your working area.

Good judgment also includes refraining from engaging in the following:

- ⊗ Taking a student or students on private outings.
- ⊗ Initiating social activities with students.
- ⊗ Engaging in Social Networking with students via Facebook, MySpace, Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries and District policies and procedures regarding social networking.
- ⊗ Making a request such as, “Give me a hug,” or “Come sit on my lap.”
- ⊗ Touching girls differently than boys.
- ⊗ Making sexist or sexual comments or innuendos or jokes with double meaning.

## **HARASSMENT AT SCHOOL**

The District Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to respect and uphold the District Harassment Policy. The District asks you to review each of these policies in detail prior to volunteering.

## **SUSPECTED ABUSE OR NEGLECT**

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, school counselor or another school district employee.

## **DISCIPLINE**

The District has detailed procedures regarding discipline of students. The responsibility to discipline rests solely with school administrators and teachers. Volunteers may not discipline students. Please make an administrator or the teacher aware of any discipline problems that may arise while working with students.

## **NON-INSTRUCTIONAL ACTIVITIES**

Volunteers are a great asset to **assist** instruction in the classroom, but they cannot serve as an instructor. Examples of assisting instruction include: Giving a guest lecture on an area of expertise, tutoring or enriching curriculum for particular students, reading to a class or demonstrating the proper way to perform a science experiment. Examples of prohibited instructional duties include: Serving as a substitute teacher (unless you are registered as a substitute and hired through the district for a particular class), teaching curriculum to the class while the teacher grades student tests, conducting the main lecture for a subject on a regular basis.

The District does not expect volunteers to be asked to perform any of the prohibited duties, but volunteers should be aware of the difference between assisting instruction and acting as the instructor.

## **PERSONAL DOCTRINES**

The District respects each individual's beliefs. Volunteers, however, may not advocate or endorse any personal or religious beliefs to students.

## **SAFETY**

Be aware of the playground regulations, and fire drill and lockdown procedures. Certain materials need to be watched closely - scissors, sand (it can damage eyes), glass items, pointed objects, etc.

Be aware of the specific safety needs of the school and/or program in which you are volunteering.

## **EMERGENCIES**

Volunteers must check with supervising teachers or administrators regarding the procedures for emergency plans. Accidents or unusual incidents should be immediately reported to the teacher or an administrator.

## **PARENT/TEACHER ORGANIZATIONS**

Parents are the strongest source of volunteers in District, from PTA/PTOs to booster clubs. However, volunteer work with these organizations does not necessarily fall under the requirements of other volunteer positions.

If a parent only volunteers with a parent/ teacher organization or booster club in an out-of-school capacity and does not work with students, that parent is not required to submit a Volunteer application and register as a District volunteer. Activities sponsored by these groups that include interaction with students will require parents to register as a District volunteer.

Family volunteers – aunts, uncles, grandparents, etc. – who sign up to help with events and will be in contact with students, must register as a District volunteer. Keep in mind, for positions that include unsupervised contact, a completed Volunteer application and Criminal Background Check must be returned to the District before that volunteer can work with students. This process may take up to two weeks, so registering volunteers early is crucial.

Incidental volunteers who show up at the last minute to help with an event are welcome, but are not permitted to work directly with students.

## **GIFT GIVING**

The District discourages any gift giving to students. If you believe a small token is appropriate to reward students, you must first obtain the approval of the token by an administrator before giving it to any students.

## **DISMISSALS**

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving.

## **HEALTH**

Please do not come to school if you are ill (this includes a cold, sore throat, or cough). Germs spread easily in a classroom situation. You may feel that you are leaving the teacher short-handed and will want to come in even though you are not well. This is not good for you, the children, or the teacher. If possible, please call if you are not able to come in, and be certain that you are completely over your illness when you return.

Children learn by example. Please use good health habits when you are at school by washing your hands with soap before handling food and after using the restroom. Please remember that handwashing is the most important way to prevent the spread of infection. You should not expose themselves to blood or other bodily fluids while performing their duties and must contact the teacher, administrator, or school nurse in the event the student needs medical care.

## **MEDICATIONS**

Medical treatment for students is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a student. If a student requires medical care or is ill, please notify an administrator or the teacher as soon as possible

## **PHOTOGRAPHS**

Volunteers may not take photographs of students without the permission of the teacher and the students' parents.

## **TRANSPORTATION IN PRIVATE VEHICLES**

Volunteers who volunteer to transport students must complete the authorization forms available in the school office and submit the completed form, a copy of his or her valid driver's license, and proof of insurance coverage to the school's office at least one week prior to the event.

## **FIELD TRIP PROCEDURES**

A "field trip" occurs when students leave school grounds for an educational purpose. It is a student trip for the purpose of curriculum related study (part of the classroom educational experience), MHSA interscholastic athletics, co-curricular activities, outdoor education, or part of a school-sponsored club.

Types of field trips include:

- ❖ Day field trips
- ❖ Recurring field trips (same activity over and over on regular basis, such as a choir or sports games)
- ❖ Field trips with special hazards:
  - near water or involving swimming or boating
  - in remote locations/hiking
  - involving animals (farms, zoos, riding animals, etc.)
  - involving outdoor education

- ❖ Extended field trips - overnight field trips or out of area (over 50 miles)
- ❖ Out of country field trips

The District has developed procedures for field trips.

In addition, each volunteer chaperone will be provided with the District's Guidelines and Acknowledgement Form for Volunteer Field Trip Chaperones. Volunteer chaperones must complete the Volunteer Application and submit to a Criminal Background Check. The supervising staff member will provide each volunteer with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures.

#### Guidelines for Extended Field Trips

1. All school rules will be in effect from school through return to school and those rules that apply to the specific overnight field trip will be distributed to students prior to the trip and will be followed throughout the entire trip. Parents will be provided with a written permission slip that must be signed and returned to the appropriate person at the school pursuant to these procedures.
2. The building principal will designate chaperones with the responsibility to supervise students and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school. The building principal will designate a trip supervisor who will be responsible for coordination of the trip.
3. In the interest of maintaining the integrity of the District, it is expected that all members of the organization conduct themselves appropriately at all times.
4. Prior to the trip, all students will be given an itinerary listing all events and times; students are expected to be prompt for all events listed.
5. All luggage is subject to a check by the chaperones and should be tagged with appropriate tags before departure.
6. Any student taking medication of any kind must follow school handbook guidelines. The medication must also be reported to the teacher/advisor before leaving by means of a written approval from a parent/guardian. The medication must be transmitted to the trip supervisor, along with the written approval, at the time the extended trip commences.
7. All participants will travel together and must remain together except upon specific instructions from the trip supervisor.
8. Before leaving busses and hotel rooms, students must check to see that the bus and/or room are left in good order and that no personal belongings have been left behind.

9. Students are to report any accidents or illness immediately to the chaperones.
10. Students are responsible for their own personal property and assume the risk of any losses or damage to their personal property.
11. In case of illness or family emergency which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent or guardian to make the financial and physical arrangements for transportation home and notify the trip supervisor of these arrangements.
12. A student guilty of a serious violation of school policy will be dealt with according to the student handbook.
13. NO ALCOHOLIC BEVERAGES, TOBACCO, OR CONTROLLED SUBSTANCES OF ANY KIND WILL BE TOLERATED. POSSESSION, PURCHASE AND/OR DRINKING OF ALCOHOLIC BEVERAGES OF ANY KIND, PURCHASE OR POSSESSION OF TOBACCO IN ANY FORM, AS WELL AS POSSESSION AND/OR USE OF DRUGS OTHER THAN THOSE PREVIOUSLY REPORTED BEFORE LEAVING THE SCHOOL FOR MEDICAL PURPOSES, WILL REQUIRE DISCIPLINARY ACTION AS DESCRIBED IN THE STUDENT HANDBOOK. THIS PERTAINS TO ALL STUDENTS, REGARDLESS OF AGE, GOING ON THE TRIP.  
  
CHAPERONES ARE NOT PERMITTED TO BE IN POSSESSION OF OR PURCHASE OR CONSUME ALCOHOLIC BEVERAGES OR DRUGS WHILE ON DUTY.
14. In the case of an accident, the parent/guardian will be notified as soon as practicable. Should it be necessary that a student require hospitalization, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home and notify the trip supervisor of these arrangements. Financial responsibility for any transportation (student and chaperone) required, will rest with the parent of the student involved.
15. Prior to leaving the hotel the last day, each room will be inspected by the chaperones. All students sharing a room will be held responsible for missing items or any damage to the room or furnishings. Cost will be shared equally by those who occupy the room unless the responsible person or persons assume the responsibility.
16. Curfew will be strictly enforced. Each student must be in his or her room at the time designated by the trip supervisor. No one will be permitted to leave his or her room after that time. Specifically, boys are not to be in the girls' rooms or girls in the boys' rooms at any time. Also, OUTSIDERS (those not directly involved with the field trip) ARE NOT PERMITTED IN ANY STUDENT'S ROOM AT ANY TIME.
17. The building principals reserve the right to deny the participation of any student on any overnight field trip. Denial will be based upon a record of inappropriate behavior, and/or poor attendance pattern, and/or any prior threats of risk or harm.

18. All overnight trip sites, when possible, will be inspected prior to final trip arrangements. Hotels should be chosen considering ease of supervision. A chaperone must be on the same floor as and in close proximity to student rooms. No accommodations should have doors directly from student rooms to the exterior. The trip supervisor shall be responsible for make the room assignments.
19. An itinerary will be provided to all parents and the school. All rooming lists will be prepared in advance of the trip and will include written hotel confirmation. Trip supervisors are responsible for assigning supervision during the night, unless a written security agreement is in place (such as an agreement with a reliable security agency that has personnel present on the floor). If a travel agent arranges the trip, it will be expected that a travel agent representative will be on the trip.
20. If traveling by bus, all students will be assigned to a specific bus. A bus list will be prepared with a copy remaining with the school.
21. All students must have submitted a medical release/history prior to departure.
22. Trip supervisors are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of students is imperiled or where changes or substitutions beyond the control of the trip supervisor have frustrated the purpose of the trip. Parent requests cannot supersede trip itineraries.

It is the District's intent that the safety and well-being of students shall be protected at all times; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities is monitored and continually evaluated; that teachers and trip supervisors are allowed a considerable degree of flexibility and innovation in planning field trips; and that no field trip will be approved unless it contributes to the achievement of specified instructional objectives.



## DISTRICT VOLUNTEER APPLICATION

Thank you for your interest in volunteering with Arlee School District (“the District”). Please complete the following application, screening, and interest/skills as well as review the terms of volunteering. If you have any questions, please contact the secretary of the school where you plan to volunteer or call Lonnie Morin at 406-726-3216 Ext 5.

### 1. Basic Information

Name: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_  Home  Cell Email: \_\_\_\_\_

Available start date: \_\_\_\_\_ CPR/First Aid Certified?  Yes  No

Emergency contact (Name, relation, phone): \_\_\_\_\_

How are you affiliated with the school district?

Parent  Other relative  Community member  Other: \_\_\_\_\_

### 2. Volunteer Location(s)

Please identify the school(s), grade and specific class where you would like to volunteer:

School	Grade(s)	Class/Teacher (optional)	Name of your child in that class (if applicable)

### 3. Availability

Please identify the days and times you would be available to volunteer:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m.					
10 a.m.					
11 a.m.					
Noon					
1 p.m.					
2 p.m.					

After school     From home     Evenings

### 4. Terms

As a Volunteer for the District, I understand and agree to the following:

- ✓ I will receive authorization from the District Principal/Administrator prior to providing service as a Volunteer.
- ✓ At all times, I will serve under the direct supervision of a District staff member.
- ✓ I understand that the District reserves the right to decline my volunteer service at any time.
- ✓ I understand that I must follow all Board policies, particularly those applicable to Volunteers, as well as District and building regulations, goals, priorities and guidelines.
- ✓ I understand that I am expected to be familiar with the school building's evacuation and lockdown procedures.
- ✓ I will not receive any compensation or remuneration from the school, the District, a parent or any fundraising organization for performing volunteer service.

- ✓ I will conduct myself in a friendly, courteous manner and not show partiality toward any student nor share my personal religious or political beliefs.
- ✓ I will refer any potential student disciplinary issue to a supervising staff member or the Principal/Administrator.
- ✓ While serving as a Volunteer, I will wear my designated badge.
- ✓ I understand that I am expected to make every reasonable effort to ensure that the District's technology resources are used appropriately and responsibly.
- ✓ I will not contact parents, guardians or emergency contact persons unless directed to do so by a school staff member.
- ✓ I understand that it is my responsibility to inform the Principal/Administrator of any health or medical issue that may impact my services as a Volunteer. I will notify the Principal/Administrator as soon as possible if I experience an injury while performing my volunteer duties.
- ✓ I understand that as a Volunteer I am covered by the District's liability insurance as long as I follow Volunteer protocol and I immediately notify the Principal/Administrator of any occurrence that may result in a claim.
- ✓ I understand that I am not authorized to drive District vehicles or to transport children, staff or school guests in my own vehicle (unless I have completed the required paperwork and received authorization to transport students from the District).

## 5. Confidentiality

I may, under limited circumstances, have access to student education records in connection with my service as a Volunteer. Student education records include all names, addresses, records, files, documents, and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades and test scores). I agree to maintain the confidentiality of all student education records that I may generate or to which I may be given access as a Volunteer. This means that I agree not to disclose student education records or personally identifiable student information in such records to any person other than the school administrator(s) with whom I am working. Should I inadvertently acquire any confidential information concerning students or staff through the use of district technology, I understand the access of such information must be reported immediately to a district administrator. I will never take any confidential student records off campus unless specifically authorized by the school

administrator(s) with whom I am working. I understand and agree that my failure to maintain the confidentiality of all student education records to which I may be given access may disqualify me from further service as a Volunteer in the District.

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

*Related documents:*      *Criminal Background Check Authorization Form*  
                                  *Volunteer Disclosure Form*  
                                  *Guidelines and Acknowledgment Form for Volunteer Field Trip Chaperones*

**CRIMINAL BACKGROUND CHECK AUTHORIZATION**

**Name:** \_\_\_\_\_  
                     First                                    M.I.    Last  Suffix

**Date of Birth** (mm/dd/yyyy): \_\_\_\_\_

**Previous names** (if applicable): \_\_\_\_\_

**Sex:**  Male  Female

**SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Drivers License #:** \_\_\_\_\_ **State:** \_\_\_\_\_

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

**PLEASE COMPLETE THE VOLUNTEER DISCLOSURE  
 STATEMENT INCLUDED WITH THIS FORM**

List all counties and states of residence since age 18 or high school graduation. You must be specific about dates of residence.

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

This authorization and consent for release of personal information acknowledges that Arlee School District may now or at any time conduct investigations including National Criminal Database search, National Sex Offender Registry Search and Social Security Verification. A background check performed by Arlee School District prior to the assignment of a volunteer position will apply to a volunteer for **no longer than three school years.**

I understand this investigation will be used to determine volunteer eligibility and assignment according to District policy. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the district. In addition, I release and discharge the District and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information.

Further, I understand the selective reporting or nondisclosure of any prior convictions (excluding minor traffic violations) or any new convictions within three school years of my approved background check will result in termination of my volunteer position with Arlee School District and I will be unable to reapply as a volunteer for the school district for one full school year.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT, AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELLING OF ANY AND ALL OFFERS OF VOLUNTEER POSITIONS WILL EXIST AND MAY BE USED AT THE DISCRETION OF ARLEE SCHOOL DISTRICT.

Applicant Print Name: \_\_\_\_\_

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

## VOLUNTEER DISCLOSURE STATEMENT

### YOU MUST ANSWER ALL NINE (9) ITEMS ON THIS FORM.

\_\_\_\_\_  
Applicant/Volunteer Name (Please Print)

1. Check any of the following for which you have been convicted in any federal, state, or municipal court, including any of these crimes as they may have been renamed: *(the term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred prosecution, suspended sentence occurred, or served probation or community service).*

- |   |   |
|---|---|
| <input type="checkbox"/> Deliberate homicide  | <input type="checkbox"/> Robbery  |
| <input type="checkbox"/> Mitigated deliberate homicide  | <input type="checkbox"/> Sexual assault   |
| <input type="checkbox"/> Negligent homicide   | <input type="checkbox"/> Sexual intercourse without consent                                   |
| <input type="checkbox"/> Aiding or soliciting suicide   | <input type="checkbox"/> Indecent exposure  |
| <input type="checkbox"/> Vehicular homicide while under influence                               | <input type="checkbox"/> Deviate sexual conduct   |
| <input type="checkbox"/> Assault  | <input type="checkbox"/> Incest   |
| <input type="checkbox"/> Aggravated assault   | <input type="checkbox"/> Prostitution   |
| <input type="checkbox"/> Intimidation   | <input type="checkbox"/> Promoting prostitution   |
| <input type="checkbox"/> Negligent vehicular assault  | <input type="checkbox"/> Aggravated promotion of prostitution                                 |
| <input type="checkbox"/> Partner or family member assault                                       | <input type="checkbox"/> Endangering welfare of children                                      |
| <input type="checkbox"/> Criminal endangerment  | <input type="checkbox"/> Unlawful transactions with children                                  |
| <input type="checkbox"/> Negligent endangerment   | <input type="checkbox"/> Unlawful attempt to purchase or possession of intoxicating substance |
| <input type="checkbox"/> Partner or family member assault                                       | <input type="checkbox"/> Sexual abuse of children   |
| <input type="checkbox"/> Assault on peace officer or judicial officer                           | <input type="checkbox"/> Violation of order of protection                                     |
| <input type="checkbox"/> Assault upon sports official   | <input type="checkbox"/> Ritual abuse of minor  |
| <input type="checkbox"/> Assault on minor   | <input type="checkbox"/> Interference with parent-child contact                               |
| <input type="checkbox"/> Assault with weapon  | <input type="checkbox"/> Aggravated interference with parent-child contact                    |
| <input type="checkbox"/> Assault with bodily fluid  | <input type="checkbox"/> Parenting interference   |
| <input type="checkbox"/> Stalking   | <input type="checkbox"/> Criminal mischief  |
| <input type="checkbox"/> Malicious intimidation or harassment relating to civil or human rights | <input type="checkbox"/> Negligent arson  |
| <input type="checkbox"/> Unlawful restraint   | <input type="checkbox"/> Arson  |
| <input type="checkbox"/> Kidnapping   | <input type="checkbox"/> Burglary   |
| <input type="checkbox"/> Aggravated kidnapping  | <input type="checkbox"/> Public display or dissemination of obscene material to minors        |
| <input type="checkbox"/> Custodial interference   | <input type="checkbox"/> Obscenity  |
| <input type="checkbox"/> Trafficking of persons for involuntary servitude                       | <input type="checkbox"/> Subjecting another to involuntary servitude                          |

- CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.**

2. Check any of the following if you have ever been convicted of these crimes relating to financial exploitation where the victim was a vulnerable adult (*defined as adults of any age who lack the functional, mental, or physical ability to care for themselves*).

- Theft                                       Forgery  
 Robbery                                     Any of the foregoing crimes as they may have been renamed

**CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.**

IF YOU CHECKED ANY OF THE BOXES IN QUESTIONS 1 AND 2, INDICATING THAT YOU HAVE BEEN CONVICTED OF A CRIME (AS LISTED OR RENAMED), PLEASE ATTACH AN EXPLANATION.

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

- YES     NO

4. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?

- YES     NO

5. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor, or to have physically abused any minor?

- YES     NO

6. Have you ever been to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult?

- YES     NO

7. Have you ever been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?

- YES     NO

8. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

- YES     NO



9. Are you presently charged with, but not convicted of, any of the crimes or offenses described in Questions 1 through 7 above?

YES  NO

IF YOU ANSWERED YES TO ANY QUESTIONS 3 THROUGH 9, PLEASE ATTACH AN EXPLANATION.

I certify under penalty of perjury under the laws of the State of Montana that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **GUIDELINES AND ACKNOWLEDGEMENT FORM FOR VOLUNTEER FIELD TRIP CHAPERONES**

### **Thank You for Your Support!**

The District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities. In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

### **Becoming a Volunteer Field Trip Chaperone**

Because student safety is paramount concern, the District is required to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete the District's Volunteer Application, Criminal Background Check, and Volunteer Disclosure forms. The District also requires that volunteer chaperones be at least 21 years old.

### **Guidelines for Volunteer Chaperones**

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
  - may not use, sell, provide, possess, or be under the influence of drugs (including medical marijuana) or alcohol
  - may not use tobacco in the presence of, or within the sight of, students
  - may not possess any weapon
  - may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised at all times while at District-sponsored events and trips. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Account for all participants regularly and before changing

activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in no extra activities not preapproved by administrators and parents.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Chaperones who transport students in their personal vehicle must complete the District Private Transportation for School Activities form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
7. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

I acknowledge that I have received the copy of the "Guidelines for Volunteer Field Trip Chaperones," have read these guidelines, and agree to comply with the guidelines.

Name \_\_\_\_\_ Date \_\_\_\_\_  
*Printed Name*

Name \_\_\_\_\_  
*Signature*