

# GLENDALE ELEMENTARY SCHOOL DISTRICT

## VOLUNTEER POLICIES

### **SUPERVISION**

Glendale Elementary School District volunteers work under the direct supervision of the professional staff at each school. They work only with those teachers or staff members who have requested the services of a volunteer. It is the responsibility of the school principal or supervising teacher to dismiss any volunteer whose actions are not in the best interest of the school or our students.

### **DISCIPLINE**

Students rarely have behavior problems while working with volunteers. However, it is important for you to know that our schools have detailed discipline plans and that the responsibility for discipline rests with the teacher. Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise when you are working with a student.

### **CONFIDENTIALITY**

As a volunteer, you will learn a great deal about our programs and students. Volunteers enjoy sharing their experiences with friends and family. However, it is extremely important that you do not discuss the progress, test grades, behavior, or problems of individual students. The school staff must be able to depend on you to keep this information confidential. It is also important that you not probe into a student's life or private matters. The Federal Privacy Act does not permit discussion of above with anyone.

### **DISMISSAL OF STUDENTS**

Volunteers may never dismiss a student from school. Children who need to leave school early must have permission from the school office. Under no circumstances may a volunteer take a student off campus. Volunteers may not transport students for any reason.

### **CONTACTING STUDENTS**

As a school volunteer, you will meet delightful students. We know that you will enjoy working with them! However, volunteers may not telephone students or visit their homes. Volunteers may not make arrangements to meet students off campus, nor may students be invited to the volunteer's home. Volunteers should not contact students via social media. (If you are interested in working with children outside of the school hours, we invite you to contact the local Big Brothers/Big Sisters or Foster Grandparents organization.)

### **RESTROOMS**

Staff restrooms are available for volunteers. We ask that volunteers not use the student restrooms.

### **WORKMAN'S COMPENSATION/DISTRICT INSURANCE INFORMATION**

A volunteer worker is not covered by workman's compensation (accident insurance) or the District medical insurance. If the volunteer worker had an accident on the job, the District workman's compensation policy will not apply. In case where a District employee or the public is involved because of negligence and the District is named within the suit, the school District liability insurance policy will take effect.

**I have read and agree to adhere to the Volunteer Policies which are explained as well as being screened for volunteer clearance, and affirm that all personal information given by me is true.**

Volunteer's Printed Name

Volunteer's Signature

Address

City

State

Zip

Telephone Number

Date

# GLENDALE ELEMENTARY SCHOOL DISTRICT



## BUILDING RELATIONSHIPS AND VOLUNTEER OPPORTUNITIES

Please select one:  Parent  Non-Parent

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### INFORMATION REGARDING CHILDREN ATTENDING GESD/SCHOOL PREFERENCE.

Student Name	School	Grade	Relationship to child

- ( ) American      ( ) Bici South      ( ) Burton      ( ) Challenger      ( ) Desert Spirit      ( ) Discovery      ( ) Horizon  
( ) Jack      ( ) Landmark      ( ) Mensendick      ( ) Smith      ( ) Sunset Vista      ( ) Desert Garden Preschool      ( ) All Schools

### CONVICTION INFORMATION

WE APPRECIATE YOUR WILLINGNESS TO PROVIDE YOUR TIME AND TALENTS TO THE STUDENTS OF OUR DISTRICT. THE RESPONSIBILITY WE HAVE TO THE CHILDREN OF OUR COMMUNITY REQUIRES THE FOLLOWING INFORMATION FROM EACH INDIVIDUAL WHO HAS CONTACT WITH OUR STUDENTS. A BACKGROUND CHECK AND/OR FINGERPRINT CLEARANCE MAY BE REQUIRED DEPENDING ON THE SERVICES YOU PROVIDE. PLEASE BE AWARE THAT THE DISTRICT MAY DECLINE VOLUNTEER SERVICES BASED UPON CRIMINAL ACTIVITY RELATED TO VIOLENCE, PHYSICAL ABUSE, SEXUAL ABUSE, OR ALCOHOL/DRUGS. THIS INFORMATION WILL BE KEPT CONFIDENTIAL IN THE HUMAN RESOURCES OFFICE.

1. Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever been convicted of sex/drug offense? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Have you ever been convicted of crime against children? Yes \_\_\_\_\_ No \_\_\_\_\_

IF YOU HAVE ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS (1-4), YOU MUST COMPLETE THE CONVICTION INFORMATION FORM PROVIDED

### For Office Use Only:

Order #: \_\_\_\_\_

Order Date: \_\_\_\_\_

Inventory #: \_\_\_\_\_

Fingerprint Date: \_\_\_\_\_

# GLENDALE ELEMENTARY SCHOOL DISTRICT



## BUILDING RELATIONSHIPS AND VOLUNTEER OPPORTUNITIES

### VOLUNTEER SURVEY

IN ORDER TO DETERMINE THE BACKGROUND CHECK REQUIRED FOR THE SERVICES YOU WISH TO PROVIDE, PLEASE MARK THE TIER THAT APPLIES. ONLY (1) TIER CAN BE SELECTED:

<input type="checkbox"/> <b>TIER I</b>
<b>All:</b> <ul style="list-style-type: none"><li>• Front Office</li><li>• Library</li><li>• Computer Lab</li><li>• Field Day or Event Set-up</li><li>• College Student Observation- <b>with teacher supervision</b></li><li>• <u>Under teacher supervision</u>, present to class my specialty, which is _____</li><li>• Attend day field trip – <b>with teacher supervision. may not ride bus (Non-Chaperone) *</b></li></ul> <b>Parents Only:</b> <ul style="list-style-type: none"><li>• Assist in classroom- <b>with teacher supervision</b></li><li>• Tutoring- <b>with teacher supervision</b></li></ul>

<input type="checkbox"/> <b>TIER II</b>
<b>All:</b> <ul style="list-style-type: none"><li>• Day Field Trip Chaperone</li><li>• Assist in classroom- <b>with teacher supervision</b></li><li>• Tutoring- <b>with teacher supervision</b></li><li>• Subject: _____</li><li>• Cafeteria</li><li>• Playground</li></ul> <b>Parents Only:</b> <ul style="list-style-type: none"><li>• Assist in classroom- <b>without teacher supervision</b></li><li>• Tutoring- <b>without teacher supervision</b></li></ul>

<input type="checkbox"/> <b>TIER III*</b>
<ul style="list-style-type: none"><li>• Coaching</li><li>• Overnight field trips</li><li>• After School Club with no teacher sponsor</li><li>• Nurse's Office</li></ul> <p><i>*Administrator approval Required.</i></p> <p>Signature of Administrator: _____</p>

### Documentation Requirements for the Respective Tiers:

**\*BACKGROUND CHECK AND FEDERAL ISSUED PHOTO ID REQUIRED FOR ALL TIERS\***

<b><u>Parents &amp; Non-parents:</u></b> <p>This category includes parents or non-parents who assist with activities that either do not involve interaction with students, or are supervised by a certified staff member.</p> <p><b>*May not ride bus and must be under teacher supervision at all times. (Non-Chaperone)</b></p>
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**Parents:**  
Completed Universal screening form is required. GESD to assume the cost.

**Non-Parents:**  
In addition to the background check, fingerprint clearance is required.

<b><u>Parents &amp; Non-Parents:</u></b> <p>This category includes parents and non-parents and requires a background check and fingerprint clearance. Universal screening form must be completed AND you must be fingerprinted. The fingerprinting schedule is listed on the GESD website at <a href="http://www.gesd40.org">www.gesd40.org</a> or you may contact HR at-623-237-7100.</p>
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# GLENDALE ELEMENTARY SCHOOL DISTRICT

## Confidentiality Agreement

Glendale Elementary School District (hereafter known as GESD) volunteers, including student volunteers and contractors, support a variety of school district functions in the performance of their job duties. Volunteers may, as part of their duties, have access to confidential student, employee and district information and records about financial, educational, personnel, medical and academic matters from various media sources. Media sources include, but are not limited to, paper, electronic, interoffice communications, internal publications, verbal interactions, and correspondence and data bases. By volunteering in GESD, volunteers are accountable for the responsible use of district information and for ensuring the confidentiality, integrity and accuracy of that information.

1. I acknowledge the confidential nature on non-public information. I take responsibility for maintaining the confidentiality of all student, employee and district information and records. This information will not be revealed, distributed or discussed (even through casual discussion) with anyone, except as required in the normal performance of my duties.
2. I will not alter, change, modify, add, delete, or destroy student, employee or district information or documents, except as authorized in the performance of my duties assigned by my supervisor. I will follow proper procedures for the disposal of confidential documents as instructed and authorized by my supervisor.
3. I will access only information required to perform duties authorized by my supervisor. Access to information, which includes written documents, electronic files, student educational and financial records, personnel data, records or files, should be gained through normal business procedures for obtaining information.

I understand that failure to abide fully with the above confidentiality agreement is grounds for immediate disciplinary action, up to and including dismissal from volunteering at GESD. Additionally, I understand disclosing confidential data, without proper authorization, may violate the Family Educational Rights and Privacy Act of 1974 ("FERPA") and other federal and State laws and regulations that protect the confidentiality of information and records, and may subject me and/or GESD to civil/criminal liability.

My signature below indicates that I have read the above and understand my responsibility for maintaining the confidentiality of GESD information and records, regardless of the form. I also agree not to disclose student, volunteer or other confidential GESD information to any unauthorized person or organization while volunteering for GESD or after my volunteer clearance at GESD ends.

Check one:       Employee                       Contractor/Vendor                       Other: \_\_\_\_\_

Name (printed): \_\_\_\_\_

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

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

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

Glendale Elementary School District #40 ("the Company") may obtain information about you from a third-party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by Universal Background Screening, Inc., Post Office Box 5920, Scottsdale, AZ 85261, 1-877-263-8033, www.universalbackground.com. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK**

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Glendale Elementary School District #40 ("the Company") at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Universal Background Screening, Inc., Post Office Box 5920, Scottsdale, AZ 85261, 1-877-263-8033, www.universalbackground.com, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants only:** Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

**Washington State applicants only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Minnesota and Oklahoma applicants only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California applicants or employees only:** Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (First/Middle/Last)

\_\_\_\_\_  
Social Security Number (SSN)\*

\_\_\_\_\_  
Driver License State / Number

\_\_\_\_\_  
Date of Birth\*

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City, State and Zip Code

**Glendale Elementary School District #40  
7301 N 58<sup>th</sup> Ave Glendale, AZ 85301**

**Conviction Explanation Form**

Volunteer Name:	Signature:
Address:	City: State: Zip Code:
Telephone Number:	Date:

**Conviction Information**

If any of the Conviction Report questions are marked "Yes", please fill in the information below.

Conviction Charge:	Date of Conviction:	Court of Conviction:
City: State:	Amount of Fine:	Length of Jail Time:
Remarks:	Length and Term of Probation:	
Explanation of Situation:		

Conviction Charge:	Date of Conviction:	Court of Conviction:
City: State:	Amount of Fine:	Length of Jail Time:
Remarks:	Length and Term of Probation:	
Explanation of Situation:		

Conviction Charge:	Date of Conviction:	Court of Conviction:
City: State:	Amount of Fine:	Length of Jail Time:
Remarks:	Length and Term of Probation:	
Explanation of Situation:		