



Bethany Public Schools Volunteer Program Agreement



Bethany Public School Volunteers have been an integral part of the school district for many years. The basic tenet of Bethany schools volunteer program is to open the doors of our schools to parent and community involvement in helping our students to succeed academically.

A volunteer is any parent or person in the community who provides uncompensated service to Bethany Public School district. Volunteers may assist a teacher with tutoring students, chaperoning a field trip or school sponsored activity or assisting staff members within the school building.

Visitor: A visitor is a parent or person in the community that may visit the school to speak to a classroom about a subject or present an assembly to the entire school, or assist in some other capacity. Visitors are always under the supervision of a Bethany School employee. Parents attending a special event at school or attending a field trip are considered visitors unless they are to supervise students.

Volunteering: If a volunteer is disruptive or acts inappropriately around students, the principal or the teacher will refuse the volunteer's services and notify the superintendent or designee immediately. Volunteers will work under the direction and supervision of district and building staff. The board, superintendent, principal or designee may decline or terminate the services of a volunteer. The following rules apply to all Bethany Public Schools volunteers:

1. A criminal background check shall be performed for each volunteer who has regular and frequent contact with students; unsupervised or one-on-one contact with students; or serves in a supervisory role. All information collected regarding volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Volunteers will be required to provide a copy of a state or government issued photo ID.
2. Bethany School volunteers will follow all policies, procedures, and other rules established in the district and applicable by laws.
3. Bethany School volunteers must sign in and out of the office when entering or leaving the school and wear the appropriate identification badge. Volunteers must sign in on the volunteer time sheet.
4. Bethany School volunteers must follow an appropriate dress code applicable to the staff and students.
5. Bethany School volunteers will not transport students.
6. Bethany School volunteers will not have access to student education records and will sign confidentiality agreements.



**Bethany Public Schools Volunteer Application
Criminal Background Check**

*After filling out the following information, bring it to the Administration Office.
Please type or print plainly in ink below.*

Full Name (Last, First, Middle): _____

Maiden Name (If applicable): _____

Any other names or aliases: _____

Date of Birth: ___ / ___ / _____ SSN: _____ Phone: (____) ____ - _____

Current Address: _____

City: _____ State: _____ ZIP Code: _____

Current Email Address: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Sex: _____ Race: _____ Birthplace: _____ Citizenship: _____

Previous Addresses: _____

Street Address: _____

City, State, Zip: _____ How long did you live there?: _____

Street Address: _____

City, State, Zip: _____ How long did you live there?: _____

Include a current copy of a Federal, State, or Government Issued Photo ID

Commitment to Confidentiality Clause

Bethany Public Schools will require a background check on all persons participating in volunteer activities with our District. This includes, but is not limited to, BPS Volunteers, Mentors, Field Trip Sponsors, Parent teacher Organizations and Booster Clubs.

While background check information is public information, Bethany Public Schools will maintain strict confidentiality of the information collected as a result of the background check process. Information will be shared only with those who have a need to know. In the event a third party must be used to complete the background check, Bethany Public Schools will comply with the Fair Credit Reporting Act. See the other side of this form for background check criteria and regulation.

Signature: _____

I hereby authorize Bethany Public Schools to use the information I have provided to conduct a background check. I also understand I am obligated to notify Bethany Public Schools of any criminal arrest or offense that occurs after the initial date of this background check. I also understand that should the application to volunteer be declined, I have the right to be informed of the information used to reach that decision.

Signature of applicant: _____ **Date:** _____