



**Lakeview School District**

Steven C. Skalka

Assistant Superintendent for Human Resources

Dear Prospective Volunteer,

Parents, grandparents, or other adults' involvement in a student's education is a valuable resource that should be encouraged whenever possible. We welcome your interest and involvement in volunteering in your student's classroom. Your presence will not only contribute to your student's academic achievement, but the academic achievement of his or her classmates.

Because the School District has many requests from parents, the community (mentoring) and post-secondary programs (completion of class requirements) to work with students in a volunteer capacity, the administration updated its volunteer guidelines during the spring of 2010 so as to comply with school safety legislation. This legislation includes completing background checks for adults who may come in contact with our students on a "regular and consistent" basis. The legislation does not define "regular and consistent", leaving it up to individual organizations to determine the standard. In the Lakeview School District, "regular and consistent" has been defined as

*any staff member and each volunteer who has contact with children at least 7.5 hours per week (the equivalent of 1 school day) for more than 2 consecutive weeks.*

The purpose of the revised guideline is to provide a safe environment for students while not discouraging people from volunteering in our schools. Beginning in the 2010/11 school year, all volunteers will be required to complete two forms – the Application for Volunteer Service form and the Request for a Criminal History Record Check form – prior to volunteering. For those who will be volunteering less than 7.5 hours per week, completion of the two forms and a resulting report free from misdemeanor or felony offenses will allow you to begin volunteering. Should the background check reveal an offense, you will be contacted regarding next steps outlined in the guideline printed in its entirety on the back.

For those who will be volunteering more than 7.5 hours per week, a complete criminal background check conducted via LiveScan fingerprinting is required. Fingerprinting is done at the county sheriff's office. You will need to take a fingerprint request form available in the Human Resources Office. There is a \$64 fee associated with being fingerprinted to which you are responsible for paying. If you do plan on volunteering more than 7.5 hours/week, we suggest that you also apply to be a substitute teacher (requirements – valid teaching certificate or 90 accumulated credit hours toward a BA from an accredited college or university). This way, you would be able recoup the fingerprinting fee with a single day of substitute teaching while having the option to earn additional money throughout the school year.

I hope this explanation helps you to understand this change in practice with regard to volunteering in your student's school. We want to do everything possible to provide our students with as much support as possible while doing so in the safest learning environment possible. Please feel free to contact me if you have any questions.

Sincerely,

Steven C. Skalka

## **3400H - USE OF VOLUNTEERS**

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Volunteers are welcomed into the schools. Volunteers can be used for a variety of purposes. Volunteers in the classroom are to be used to work with individual students or small groups of students under the direction of the FLSA Exempt staff. A volunteer is not to provide instruction to a classroom of students. Volunteers are different from visitors. Volunteers provide some sort of service to the operation of classroom, school building, or District.

All prospective volunteers must complete two forms – Application for Volunteer Service and Request for a Criminal History Record Check – in person in the Human Resources office prior to working with students.

A threshold of 7.5 hours per week (the equivalent of one school day) for more than two consecutive weeks is established as the standard by which anyone working in a volunteer capacity within a Lakeview School District school building will be required to have on file a complete criminal background check conducted via LiveScan fingerprinting completed at their own expense prior to working with students.

Should the results of the background check reveal previous felony involvement with law enforcement/the justice system, the prospective volunteer will be notified that he/she is ineligible to work with students. It is at the discretion of the Superintendent, or his/her designee, to permit individuals with a misdemeanor charge/conviction to volunteer to work with students.

Prospective volunteers who do not meet the established threshold will be required to have ICHAT, PSOR, OTIS, and NSOR searches completed prior to working with students. Information from these sources that reveal any history of misdemeanor or felony offenses will require the prospective volunteer to complete a criminal background check conducted via LiveScan fingerprinting, completed at their own expense, the results of which will be handled as described above, prior to working with students.

It is the responsibility of the Human Resources office to ensure that the volunteers who meet the threshold have completed a criminal background check via LiveScan fingerprinting or for those who do not meet the threshold, to conduct the ICHAT, PSOR, OTIS, and NSOR checks. The eligibility of the prospective volunteer will be communicated to the building principal via e-mail and a master list of volunteers will be housed within the Ad Council Resources folder on the shared drive stating solely whether or not the person is or is not approved to volunteer.

It is the responsibility of building principals/administrators to maintain a list of volunteers in their buildings. This list will include the volunteers names, the capacity in which the volunteer is working, and amount of time per week the volunteer will be working in that capacity. It is the responsibility of the building principal to notify the Human Resources office should an approved volunteer move from below to at or above the threshold of four hours a week for more than two consecutive weeks. Likewise, it is the responsibility of the building principal to notify that volunteer of the requirement to now complete a criminal background check via LiveScan fingerprinting completed at the volunteer's own expense.

Individuals are not to begin volunteering until the principal is notified of their eligibility and they appear as "approved" on the master list housed within the Ad Council Resources folder on the shared drive.



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**APPLICATION FOR VOLUNTEER SERVICE**

*This application will be kept active for a period beginning on the date that it is completed and filed with the Human Resources office of Lakeview School District and expiring on June 30 of the academic calendar year in which the application is filed.*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Last) (First) (Middle Initial)

Ethnicity (circle all that apply): African Amer Amer Indian Asian Hispanic White Native Hawaiian Other

Building Location (circle all that apply): LHS LMS MB PV RS WL Sex: M F

Volunteer work for which you are applying: \_\_\_\_\_ Date: \_\_\_\_\_

Classroom(s) you will be volunteering in \_\_\_\_\_

Residential Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Street) (City/State) (Zip)

Employment Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Street) (City/State) (Zip)

Present Position: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Have you ever been requested to resign or otherwise surrender your employment rights? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been fired from any school, other educational institution, or employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "yes" to either question, please explain: \_\_\_\_\_

**CRIMINAL HISTORY INFORMATION**

A Criminal Record Check (CRC) is required when a volunteer is scheduled in the school District on a continuous basis (i.e. daily, weekly, and/or monthly). A CRC will be conducted through the following: Internet Criminal History Access Tool (ICHAT), Michigan Public Sex Offender Registry (PSOR), Offender Tracking Information System (OTIS), and the National Sex Offender Registry.

Have you ever been convicted of (or pled guilty to) a felony or a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to the above question is "yes," please answer each of the following questions:

- Please identify each offense of which you have been convicted: \_\_\_\_\_
- Please provide the date of the conviction(s): \_\_\_\_\_
- Please provide the state and court of conviction(s): \_\_\_\_\_

Do you currently have any felony charges pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to the above question is "yes," please describe the nature of the pending felony charges and identify the state and court where these charges are pending: \_\_\_\_\_

I hereby authorize the Lakeview School District (LVSD) to inquire and verify any information contained on this application for volunteer service, and the LVSD shall not be liable for any damages, which may result from such inquiry or verification. I understand that making any misleading or untruthful statements on this application may result in my immediate termination from volunteer service. Further, the applicant understands that this application is not an offer of employment or an offer of a contract for employment with Lakeview School District. This application does not obligate the Lakeview School District in any way should it determine to offer volunteer opportunities to the applicant. I understand that this application will become a permanent part of my volunteer service records.

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

**HUMAN RESOURCES OFFICE USE ONLY**

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
CRC Completed:  ICHAT  OTIS  PSOR  NSOR