

Park City School District How to Volunteer



McPolin Elementary is pleased to welcome volunteers back in our school and classrooms! Volunteers are now required to apply and go through a federal background check prior to volunteering in the school. The confidentiality agreement and volunteer application are attached as a PDF, which need to be filled out annually. Completed applications should be submitted to the school in which you plan to volunteer. If you wish to volunteer in multiple schools, you will need to complete an application for each location, however, you will only need to be fingerprinted once. The district office staff will process the form and schedule appointments directly with you for the background check and fingerprints.

After you have completed the screening process and been approved to work in the school you will need to read and review the following board policies.

- [Policy 9065](#): Volunteers In School
- [Policy 1000](#): Harassment and Discrimination Prohibited
- [Policy 1001](#): Code of Conduct
- [Policy 10001](#): Bullying, Cyberbullying, Harassment, Hazing, Discrimination and Retaliation
- [Policy 7097](#): Nepotism
- [Policy 11003](#): Visitor Access
- [Policy 9045](#): District Sponsored Athletic and Academic 6-12 Student Travel
- [Policy 9091](#): Data Governance
- [Policy 10115](#): Administering of Medication to Students by School Personnel
- [Policy 9040](#): Field Trip
- [Policy 7020](#): Employee Drug Testing
- [Policy 10120](#): Reporting Child Abuse or Neglect
- [Policy 7015](#): Alcohol and Drug-Free Workplace Policy
- [Policy 3006](#): Guidelines for Reducing Infectious Disease at School
- [Policy 10107](#): Athletes and Students with Head Injuries
- [Policy 3005](#): School Community Councils
- [FERPA](#)

We greatly appreciate your cooperation in complying with the application process and volunteer training; our goal is to keep our students healthy and safe.

Best,

Angie Dufner
Principal



**Volunteer Confidentiality Agreement
Park City School District**

Thank you for your interest in volunteering in the Park City School District (District or PCSD). Volunteers provide a valuable service to our schools and the District appreciates the time, talent, commitment, and energies given by all volunteers.

The continued safety of our students and staff is a top priority for the District as is the protection of confidential student information. Volunteers are encouraged to report any inappropriate behavior or governmental action that they observe to the building administrator, their supervisor or the District Chief Information Officer.

CONFIDENTIALITY AGREEMENT

By spending time in the schools as a volunteer, you may see and hear things about students’ work and behavior that need to remain confidential. Further, you may, under limited circumstances, have access to student education records and other student information.

PCSD students have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (FERPA).

Volunteers must not repeat anything that happens to or about a student to anyone other than authorized District employees, as designated by the administrators of the PCSD school at which they are volunteering. Confidential information may not be discussed in any form, including any type of social media. Volunteers should not ask a student personal questions that will invade their right to privacy; however, volunteers should listen without judgment if students wish to share. Though volunteers should respect the confidentiality of any information a student may share, if a safety or at-risk issue is revealed a volunteer should share this information with the teacher or an administrator.

As a PCSD volunteer, you agree to the following:

1. I will not discuss with others the identity of any student at any PCSD school, event, or program;
2. I will not discuss with others the content of any specific student records, nor will I disclose personally identifiable student information;
3. I must, upon my discovery, immediately report any breach or suspected breach in confidentiality, to the teacher, school principal, or District Chief Information Officer;
4. I, as the volunteer, understand that I may only interact with the student(s) I am designated to observe/interact with and no other student(s) in the classroom and/or building;
5. I will not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, grandparents, or nurses/physicians. A grave medical emergency, in which confidential information may be necessary for a student’s care, is an exception;
6. I understand that questions about individual students or the content of confidential student records must be directed to a teacher, principal, or appropriate PCSD administrator.

Printed Name

Date(s) of Visit

Signature

Date

**** Please fill out the Volunteer Services Application on the reverse side of this for**

20 SCHOOL YEAR

VOLUNTEER SERVICES APPLICATION

Park City School District volunteer services applications are valid for the school year in which the application is submitted. A new application is required every school year for continued volunteer service.

Legal Name _____

Last

First

Middle

E-mail Address: _____

Phone Number _____

Areas of Interest for Volunteer Services: _____

School

Program

I am a: _____ Community Member _____ Parent/Guardian

If a parent/guardian:

Student's Name: _____ School: _____

Student's Name: _____ School: _____

Current Employer OR Most Recent Employer _____

Position: _____

Supervisor: _____ Phone Number: _____

Have you ever (1) forfeited bail, or been (2) convicted, (3) fined, (4) jailed, (5) arrested/charged with, or (6) placed on probation for any violation of law other than minor traffic offenses? _____ YES _____ NO

Have you ever had a teaching license revoked or suspended? _____ NA _____ YES _____ NO

Including any Volunteer Assignments, Have you ever been released from a contract, resigned to avoid termination or disciplinary action, suspended or placed on leave? _____ YES _____ NO

If you answered "YES" to any of the above, please attach a separate sheet with a detailed explanation.

By signing my name, I hereby certify that the facts set forth in the above volunteer application are true and complete to the best of my knowledge. I authorize Park City School District to verify their accuracy and to obtain reference information on my work performance as well as authorize previous qualifying employers to disclose information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student. I hereby release Park City School District from any and all liability of whatever kind of nature which at any time, could result from obtaining and having a decision regarding my volunteering based on such information.

Applicant Signature

Date

ADMINISTRATIVE USE ONLY: I certify the above named volunteer (check one):

_____ will be working under the direct supervision of a licensed educator AT ALL TIMES

_____ Will have significant unsupervised access to student(s)

Administrator Signature

School

Date