



**ALBERT LEA**  
SCHOOL DISTRICT 241  
211 WEST RICHWAY DRIVE  
ALBERT LEA, MINNESOTA 56007  
(507) 379-4800 FAX (507) 379-4898

## VOLUNTEER FORM

**Date:**

**Name:**

**Address:**

**Home/Cell Phone Number:**

**Area(s) in which you're interested in volunteering:**

**Do you speak any other languages?    Y        N**

Background Check Informed Consent. (Please read carefully) by signing below, I certify, to the best of my knowledge, that all information given by me in this application is true and correct. I understand that false or misleading information statements made by me or consequential omissions of any kind in the form are sufficient cause for not being accepted as a volunteer or for being dismissed if I am already a volunteer at any time when discovered.

I authorize Albert Lea Area Schools to investigate all of the information contained in this application. I understand that there will be a background check prior to my being accepted as a volunteer.

### Confidentiality Acknowledgement

While in our schools you may encounter or become aware of information about student grades, test scores or other information about specific students; overhear conversations between school staff regarding students; and observe student interactions, including behavioral incidents that may need to be addressed by school staff.

To protect the data privacy rights of students in compliance with state and federal laws, we ask that you sign this form indicating that any information you obtain related to any student will remain confidential.

Printed Name

Signature of Volunteer

Date

## **Volunteer Guidelines**

Thank you for sharing your time and talents volunteering in our schools. Your involvement and support in educating our students is greatly appreciated.

Standards for all individuals who volunteer within the school:

1. In order to maintain a safe and secure school environment, all volunteers are required to sign in at the school office, wear a visitor's badge while in the school or on school grounds and sign out when leaving the building.
1. To protect the learning environment, volunteers are asked not to bring younger children with them, nor utilize any personal electronic equipment such as audio or video recording devices and cell phones.
2. Volunteers must respect and observe the privacy rights of students as provided under state and federal law.
3. To help insure the safety of students in our schools, all volunteers must pass a national background check through Trusted Employees.

### **Background Screening Standards**

An individual will be disqualified and prohibited from serving as a volunteer of the Albert Lea Schools if that individual has been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of adjudication for any of the following disqualifying offenses.

1. Sex Offenses
  - A. All sex offenses – Disqualified regardless of the amount of time since offense
    - i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
2. Felonies
  - A. All felony violence – Disqualified regardless of the amount of time since offense.
    - i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
  - B. All felony offenses - Disqualified other than violence or sex within the past 10 years. Offense(s) will be reviewed if older than 10 years.
    - i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.
3. Misdemeanors – Reviewed as follows:
  - A. All misdemeanor violence offenses within the past 5 years or multiple offenses in the past 10 years.
    - i. Examples: Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
  - B. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of a volunteer.
    - i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft, if person is handling monies, etc.