



NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

Academics 🐾 Commitment 🐾 Excellence

P.O. BOX 340 🐾 WOLCOTT, NEW YORK 14590 🐾 P. 315.594.3141 🐾 F. 315.594.2352

Michael L. Pullen
Superintendent of Schools

Megan C. Paliotti
Assistant Superintendent
for Instruction and School Improvement

Dear Community Member,

Thank you for offering your time to serve as a volunteer with the North Rose-Wolcott Central School District. Volunteers provide much-appreciated support to both students and staff. To ensure the safety of our school community, the District follows specific protocols to process each volunteer application. Please understand that although these steps take time, student safety is our top priority.

Steps to become a volunteer:

1. Fill out the attached application and be sure to:
 - Indicate whether you are applying for the first time or renewing your application. Volunteer applications **are valid for the current school year only** and must be renewed each subsequent school year.
 - Include a working email address, as we will communicate with you via email.
 - Completely answer all the questions. Incomplete applications will not be considered.
 - Sign and date the application.
 - Sign and date the Confidentiality Agreement.
 - Provide a copy of your driver's license/non-driver identification.
 - Return your completed application to the school office.
2. Once the application is received and reviewed, you will receive an email with a link to move forward in the volunteer process. This link is valid for 10 days and only works when accessed on a computer. The link will not work when accessed on a phone or tablet at this time.
3. When you open the email, you will see a screen that looks like the image on the right. The link will request a Background Check Number, which was provided in the email you received and will ask you to sign forms and provide information.
4. When Intellicorp (through the Wayne-Finger Lakes BOCES screening submission portal) receives your information, they usually provide verification to the District within 5 business days.
5. Once the District Office receives the completed application and conducts a final review of all materials, including the information contained in the background check, you may be recommended to the Board of Education for final approval. In that instance, your name will be submitted to the BOE for approval at the next meeting.

6. Upon Board of Education approval, you will receive a letter in the mail confirming your opportunity to serve as a volunteer for the current school year.

7. Volunteer applications **are valid for the current school year**. Next school year, you will complete the process again to renew your application. We appreciate your understanding that revisiting each volunteer's information annually helps to ensure the safety of our students.

8. The sooner the district receives your application and the sooner you complete the steps for a background check, the sooner the district will be able to welcome you as a volunteer.

Please contact the District Office at (315) 594-3141 with any questions regarding the volunteer application process.

Thank you again for offering to volunteer at NRW!

SUBJECT: SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist building principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers will serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application must be filled out by each prospective volunteer and forwarded to the District Office for evaluation. All volunteers must complete the application and provide knowing written consent to criminal record checks by the District and the Wayne-Finger Lakes BOCES so that the District can make reasonable and practicable efforts to identify individuals with criminal convictions bearing upon fitness to serve as volunteers in an educational setting, and applicants must be approved by the District.

Approval of volunteer applications is in the sole discretion of the District. The building principal will forward his or her decisions concerning selection, placement and replacement of volunteers to the Board of Education for final evaluation. Following approval from the Superintendent, volunteers selected for work in the District will be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration. The Superintendent may revoke approval of a volunteer at any time, without prior notice.

Volunteers shall at all times when on duty on school property or at school-sponsored activities sign in and wear their visitor's badges, and shall be subject to District school-visit security procedures. When acting as a volunteer, they are expected to abide by all district policies and regulations, and with the directions of the administrators and faculty in charge of the activities to which the volunteers are assigned. This is true for in-district activities as well as out of district activities such as field trips.

Volunteer Protection Act of 1997, 42 USC§ 14501 et seq.
Education Law §§ 3023 and 3028
Public Officers Law § 18

NOTE: Refer also to Policy #6540 -- Defense and Indemnification of Board Members and Employees

Adoption Date: 8/8/2017

**BASE SCHOOL DISTRICT
CONFIDENTIALITY AGREEMENT FOR SCHOOL VOLUNTEERS**

Your service as a volunteer in our schools is greatly appreciated. In your association with teachers and students, you may have access to student information that is not to be shared or discussed with anyone other than designated personnel. Confidentiality is of the utmost importance in your work with teachers and students. You may not discuss a child even with that child's parents or guardians; nor are you to contact parents or guardians regarding the behavior or performance of students. You must always refer any questions regarding students to the student's teacher or the building principal. If you need help with a student, discuss the matter professionally with the child's teacher or other designated school official. Before beginning service as a volunteer in our District, it is requested that you acknowledge your intent to fulfill this responsibility by endorsing the statement below.

- 1) I will not discuss with others, when serving as a volunteer or when no longer in a volunteer role, the content of any confidential student information which was learned in the course of or because of my volunteer work in the school; nor will I disclose or permit to be disclosed, directly or indirectly, student education records, personally identifiable student information in those records, or other confidential information regarding any student. Exceptions to this rule include my ability to discuss student information with designated staff members and/or as authorized by administration.
- 2) The confidentiality of student information will include, but not be limited to, the following topics:
 - a. Academic standing (including student grades and test scores);
 - b. Attendance;
 - c. Financial status;
 - d. Physical or mental health identity and history;
 - e. Disciplinary status or records.
- 3) I further understand that, in accordance with the Family Educational Rights and Privacy Act, "education records" (generally defined as "those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution") cannot be released, except as enumerated in law, without parent or guardian permission.
- 4) As a volunteer, I understand that I am not authorized to examine, release, or comment on student records or information unless expressly authorized by school officials in accordance with applicable law.
- 5) While in the possession and control of confidential student data, I understand that I must protect those documents from being viewed or obtained by non-authorized individuals.
- 6) I will never take any confidential student data off campus unless authorized by the building principal or designee.

(Continued)

**BASE SCHOOL DISTRICT
CONFIDENTIALITY AGREEMENT FOR SCHOOL VOLUNTEERS (Cont'd.)**

- 7) Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the school administrator and/or staff member that supervises the volunteer.
- 8) I must report any breach or suspected breach in this confidentiality agreement to the building principal or designee.

Volunteers in our District will perform tasks only under the supervision and guidance of appropriate staff and are expected to comply with all District rules and regulations. Orientation and in-service training will be provided by appropriate staff to help ensure volunteer awareness of their duties, responsibilities, and expectations; and will stress the issues and importance of confidentiality of student information. Volunteers will be given selected materials, including applicable Board policies and/or administrative regulations, that address the role of the volunteer.

Violation of these guidelines may result in termination of the volunteer's services. The Superintendent or designee is responsible for decisions concerning continuation or discontinuance of a volunteer's activities.

Volunteer Confidentiality Agreement and Signature (required for all volunteers)

By signing, I acknowledge that I have read, understand, and will comply with the Confidentiality Statement above.

Name of Volunteer (please print)

Signature of Volunteer

Date

Signature of Administrator

Date

This Confidential Agreement will be kept on file in the Main Office of the building to which the volunteer is assigned. A copy of the Agreement will be provided to the volunteer.

New Application

Renewal



North Rose-Wolcott Volunteer Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Where do you wish to volunteer? HS MS ES Other _____

Reason for volunteering?

Children are enrolled Grandchildren are enrolled Other _____

Student Name(s): _____

Type of activities? Child's classroom Other _____

Have you volunteered for NRW before? Yes No Building/Teacher _____

References

Please list three (3) persons not related to you, known for a minimum of one year.

Full Name: _____ Years Known: _____

Address: _____ Phone: _____

Full Name: _____ Years Known: _____

Address: _____ Phone: _____

Full Name: _____ Years Known: _____

Address: _____ Phone: _____

Emergency Contact

Name: _____ Phone: _____

Background

Have you ever been convicted of any criminal offense? YES NO

If yes, explain: _____

In affixing my signature below, I swear that all of the above-mentioned information is true and correct.

Signature: _____ Date: _____

A copy of your driver's license/non-driver identification MUST be attached. Approval is valid for current school year only.

For Office Use Only

Building Principal Signature: _____ Date: _____

Approved Denied

Reason Denied: _____

Reviewed By: _____ Date: _____

Approved Denied

Reason Denied: _____

VOLUNTEER STATUS

Database Updated _____

Date Letter Sent _____