

Laurel School District #7-70  
*Volunteer Handbook*



*We Value Our Volunteers!*  
**Go Locomotives!**

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# *Superintendent Welcome Letter*

Dear Volunteer

Welcome to Laurel School District No. 7-70. We value the time and commitment you make to the students and staff in our district. Each of you has special gifts to share with us that enhance and enrich our schools and we appreciate your willingness to donate your time to help a school or department.

Because student safety is of great concern, community volunteers are required to:

- Complete a volunteer application
- Be fingerprinted
- Must obtain a valid driver's license
- Review the Volunteer Handbook

We hope you enjoy the time you spend with us. Being a volunteer brings rewards as well as challenges. With your help, our schools can maximize their potential and better meet the needs of students and staff. If you have suggestions on how we can better use and support our volunteers, please let us know.

**Thank you for your time and commitment to our students, staff and our district.**

Sincerely,



Matt Torix  
Superintendent

# *Why We Value Our Volunteers*

Laurel School District No. 7-70 serves over 2,000 in K-12 in five different schools utilizing a grade leveled configuration. South Elementary houses all kindergarten and Pre-K students. West Elementary has 1<sup>st</sup> and 2<sup>nd</sup> grade students before they move onto Graff Elementary for 3<sup>rd</sup> and 4<sup>th</sup> grade. Laurel Middle School contains students in 5<sup>th</sup> through 8<sup>th</sup> grade and Laurel high School educates our 9<sup>th</sup> through 12<sup>th</sup> grade students.

Schools alone cannot meet all the needs of our students in today's environment. Due to budget constraints and the changing complexion of the family, we face economic, social, and education issues as never before. By working together with our community, we can enhance the education of our students, which is necessary for success in today's world.

Laurel School District is fully committed to its mission statement: "**Dedicated to the individual development of each student, every day, without exception!**" We believe in providing different opportunities and experiences to educate our students to reach their full potential. We not only provide a high-quality education within the classroom, but offer students many curricular and extracurricular activities to ensure students receive a well-rounded education. The Laurel community takes great pride in its schools and the education provided to all of its students.

If you become involved within a school you will notice some immediate changes from the classroom with which you may be familiar. Teachers and staff now dress for function and movement within the classroom. Classrooms may be quite noisy at times, and several activities may be happening within the same room at the same time. Though this may at first appear as chaos, it is often the sign of learning.

As volunteers become familiar with the school and educational process of today, they become important links with the community in order to help establish the best educational system possible. It is our hope that you will become such a link! We welcome and encourage your involvement in our schools to provide the BEST education for your children. Together we can make a difference in the lives of our kids!

# Getting Started

## Community

**Community** volunteers are required to:

- 1) Complete the Community Volunteer application at the desired grade level, located at the District office or the Activity Director's office. Once completed you will return the application to the principal of the desired school, who will then forward your information onto the Administration office.
- 2) Have a valid driver's license
- 3) Be fingerprinted.

When your fingerprint clearance is received, we will notify you and the school site you requested on your volunteer application of your volunteer status.

## Parents

Parents or guardians who wish to volunteer in their child's classroom only (during the school day) are not required to be fingerprinted. However, if a parent/guardian would like to volunteer outside of their child's classroom, in before and after-school programs, or will accompany students on a field trip, fingerprint clearance is required.

**Parent** volunteers are required to:

- 1) Complete the Parent Volunteer application and turn it into the school office.
- 2) Have a valid driver's license
- 3) Be fingerprinted, if needed.

## Applications

There are several ways to obtain an application:

- Volunteer applications are located at the end of this handbook
- Download from our website at [www.laurel.k12.mt.us](http://www.laurel.k12.mt.us) under the Human Resource menu
- Contact the school office
- Come to the district office located at 410 Colorado Avenue, Laurel, MT 59044

## **Fingerprinting**

We appreciate your time and your understanding as we take measures to ensure the safety of our students. Fingerprint information is required as part of our steps for processing community volunteer applications and for parents/guardians who choose to volunteer beyond their child's classroom. The cost of fingerprinting will be paid by the Human Resources department. We recognize and value your time contributions.

## **Questions**

If you have any questions regarding the application process and fingerprinting, you may contact the district office at (406) 628-3360.

*“Nothing you do for children is ever wasted. They seem not to notice us, hovering, averting our eyes, and they seldom offer thanks, but what we do for them is never wasted.”*

Garrison Keillor

# *Volunteer Expectations*

## **Volunteers are expected to:**

- Sign in and wear a name tag on school grounds at all times.
- Attire should be neat, clean, comfortable and appropriate for the school setting. Be familiar with the school dress code and follow it.
- Show respect for all staff and students.
- Share concerns regarding students with the school staff only.

**Turn your cell phone to vibrate while you are volunteering in the classroom and make personal calls or texts while performing your volunteer duties only in emergency situations.**

## **Schedule**

- Be prompt and reliable. If you are volunteering, call the school if you are coming in late or will be absent.
- Leave other children at home unless you have the principal's approval beforehand to bring them.

## **Ground Rules for School District Facilities**

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes

# *Confidentiality*

## **Confidentiality is a Legal Requirement**

Federal law prohibits school districts from releasing non-directory student information without parent/guardian permission. Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

All information concerning students and teachers is strictly confidential and should not be shared with others. Keep ALL student information confidential, including scholastic and health records, test scores and grades, discipline and classroom behavior, and children's character traits.

## **Confidentiality**

While working within the schools, information about the progress, abilities and concerns of students may be shared with you. This is information of a confidential nature. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. Do not discuss this information with anyone who does not have a professional right or need to know.

Please do not discuss a student's progress or difficulties with his or her parents/guardians. This is the teacher's responsibility. If a student confides in you any information of a personal nature, you will need to share this privately with the teacher or principal if you feel it warrants their attention.

# *Guidelines*

## **Supervision**

Volunteers working in the schools should **always** be under the direct supervision of school or district professional staff.

## **Discipline**

Volunteers may not discipline students. If a discipline problem arises, volunteers should refer the situation to the professional staff. Our schools have specific discipline procedures, and the responsibility of enforcement rests with the staff.

## **Reporting Child Abuse, Non-accidental Injury, Neglect**

In the course of volunteering, you may observe or hear a child describe child abuse, non-accidental physical injury, neglect or other conditions which place a child at risk. Montana has very detailed legal requirements for the reporting of these concerns to either police or Child Protective Services ("C.P.S."). School volunteers are bound by the same reporting requirements as teachers and other school personnel. If you see or hear of these concerns, immediately report what you have learned to your supervisor or the Principal of the school where you volunteer. If you form a reasonable belief that child abuse, non-accidental injury or neglect has occurred, the law requires you to personally report or cause a report to be made to police or C.P.S.

## **Dismissals**

Volunteers are not allowed to dismiss a student from school. If a student must leave school early, they must receive permission from the school office and sign out early. Under no circumstance can volunteers take a student off campus, this includes walking or driving a student home.

## **Contacting Students**

During your work as a school volunteer, you will meet many wonderful students. Your work with them will be delightful and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to the volunteer's home.

## **Medical Treatment**

Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a student. If a student becomes ill, follow school procedures in regards to notifying the teacher and taking the student to the nurse.

## **Personal Doctrines**

The school respects and values each family's beliefs and religious doctrines. Volunteers may not propose any personal or religious beliefs to a student.

## **Restrooms**

Volunteers should utilize the staff restrooms. We ask that volunteers not use or accompany students to the student restroom.

## **Dress and Behavior**

Volunteers should follow the lead of the professional staff and their supervisor. Casual dress is the most appropriate. We ask that your attire be neat and conservative, attracting no undue attention. Keep in mind that you are in a position to set an example for students. Your dress, speech and behavior should serve as a good model for students to follow.

## **Dependability**

Volunteers should always be prompt and consistent. If you cannot make your scheduled volunteer time, the staff would appreciate as much notice as possible. If you have a vacation pending, please provide advance notice to the school. The work volunteers do is important, staff and students look forward to your on-time arrival and volunteer assistance.

## Sign-in Procedures

Identify the appropriate sign-in procedure at your volunteer site. *It is important to sign in for insurance purposes.* The time you donate is also recorded in order to recognize the value of volunteers and their commitment.

## Speak up!

If you have any questions or concerns about your volunteer work or the policies of the school or district, feel free to ask your direct supervisor or the volunteer coordinator. We want this to be a rewarding experience for you, as well as for our staff and students. We will be happy to answer any questions you may have regarding your volunteer experience.

## *Helpful tips*

When you arrive at your volunteer site, you will want to ask certain questions and feel comfortable with your new surroundings. As you meet with your supervisor or teacher, be sure you determine one another's expectations. You are not expected to know exactly how to go about our volunteer position, and you should feel comfortable asking questions as you go along.

## Don't forget to ask...

As you tour the building, you may want to inquire about such things as:

- Where to park
  - How to check in and keep track of your time
  - Entrances and exits to the building
  - Bathroom facilities available for your use
  - Volunteers' and/or teachers' lounge and its use
  - Telephone you may use if necessary
  - Location of supplies you may need
  - School phone numbers and names, you may need
  - Classroom rules and teacher's classroom management plan
- You are an important member of the team, and we want you to feel at home in your new "volunteer" environment.

## *Tips for School Volunteers*

- **Call students by name at each opportunity**  
A student's name is very important. Make every effort to pronounce and spell each student's name correctly.
- **Be firm with students, but also be warm and friendly**  
Let each student know that you care about him/her.
- **Accept students as they are**  
Each student is unique. Be ready to accept these differences in background, values, and aspirations.
- **Encourage and praise students**  
Use positive comments that will make students feel good about themselves, even when they are having difficulty. Be ready to praise a student for even the smallest successes. Avoid saying anything that will make students doubt themselves or their ability to learn. Children begin to "be" what others think of them.
- **Remember that children never forget**  
If you promise something, be prepared to keep the promise. Be careful not to make promises you will be unable to keep.
- **Encourage students to do their own thinking**  
Try not to give students the answers before they have an opportunity to solve questions on their own. Silence often means a student is thinking. Give them plenty of time to answer.
- **Follow the teacher's lead for classroom behavior**  
Don't allow students to behave in ways the teacher does not allow. Remember, the teacher is available to handle discipline problems. Make certain the students with whom you are working do not disturb the rest of the class.
- **Reinforce good behavior**  
When students are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage them to try even harder. If possible, try to ignore minor behavior problems if no student is at risk of any harm, and teaching and learning are not interrupted. Express displeasure with the behavior, not the student.
- **Remember it's okay if you don't know the answers**  
Let the student know when you don't know the answer or you are not certain what to do. Work the answers out with students, or ask the teacher for assistance at an appropriate time.

- **Supervise students carefully**

Do not leave a student or small group of students unsupervised. Be aware of what the students are doing at all times.

- **Keep students on task**

You will want the students to learn as much as possible during the short time they spend with you; keep the lesson or activity moving. Avoid allowing students to get you, or the group off track for long periods of time by discussing topics that have nothing to do with the lesson.

- **Know when to give proper motivation**

Your positive words of encouragement will go far in helping students become excited about learning. You and the teacher can discuss the use of motivation materials such as stickers, stars or notes of praise. Please do not give students food. Volunteers may not give students advertisements or solicitations.

- **Don't get discouraged**

Don't get discouraged if you feel that little academic progress is being made. Your very presence and interest are helping the student to be successful.

**We thank you for your valuable contribution to our youth!**

## *Medical and Worker's Compensation Insurance Coverage*

The district does not carry medical insurance for volunteers; however, volunteers must be registered at the school they are serving and a record of volunteer hours must be maintained for workers' compensation coverage. That is why it is important for you to sign in and out each time you volunteer. If you have questions about this liability coverage, feel free to call the Human Resources Department.

Laurel Schools Board of Education entitles you to workers' compensation benefits per if you incur personal injury by an accident arising out of and in the course of your volunteer employment with the district.

# Volunteer Coach Policy

Volunteer Coaches must complete the following and go through the District Volunteer process.

1. Must complete the following NFHS courses through the NFHS learning center.
  1. Rules Clinic for the specific sport
  2. NFHS Concussion
  3. NFHS Fundamentals of Coaching
2. Create a DragonFly account and upload completed courses.
3. Complete and turn in to the Athletic Director the 5430F District Policy Form.
4. Coaches will complete new courses as assigned.

Volunteer Coaches will not conduct a practice without the supervision of a paid coaching staff member.

Volunteer Coaches will not be issued district keys.

Volunteer Coaches will not ride buses to away events without AD permission. \*

\*Approval will need to be cleared with the AD before the event.

Volunteer Coaches will exhibit the same behavior required of paid coaching staff members.

Volunteer Coaches must receive approval before attending any practice or open gym from the AD.

By signing this document, you understand and agree to the above policies.

\_\_\_\_\_

Volunteer Coach

\_\_\_\_\_

Date

\_\_\_\_\_

Head Coach

\_\_\_\_\_

Date

\_\_\_\_\_

Activities Director

\_\_\_\_\_

Date

# Volunteer Agreement Form

## COACH/HELPER/AIDE/CHAPERONE

5430F

I, \_\_\_\_\_ (the Volunteer) hereby agree to serve Laurel School District (the District) on a volunteer basis as a \_\_\_\_\_.

Please initial next to each statement:

- The Volunteer understands any volunteer services will not be compensated now or in the future.
- The Volunteer has been informed and understands that volunteer services rendered do not create an employee-employer relationship between the Volunteer and the District for the position stated above.
- The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.
- The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and maybe adjusted at any time.
- The Volunteer understands that services as a volunteer may be terminated at any time.
- The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.
- The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.
- The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.
- The Volunteer understands that they are not to use alcohol, tobacco or other drugs around students at any time whether on school property or not.
- The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy they are to report the behavior to the supervising district employee immediately.
- The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.
- The Volunteer is 18 years of age or older.
- The Volunteer understands that his authorization only applies to the \_\_\_\_/\_\_\_\_ school year.
- The Volunteer understands that if the position stated above involves regular unsupervised access to students in schools they shall submit to a name-based and fingerprint criminal

background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

I understand that should I have been found to have violated these rules, I will not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for my own transportation back home.

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DISTRICT REPRESENTATIVE

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DATE

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VOLUNTEER SIGNATURE

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DATE

**Procedure 5223-P(1): Personal Conduct - Laurel Public School District Employee Code of Ethics**

Status: ADOPTED

Original Adopted Date: 01/09/2006 | Last Revised Date: 06/11/2012 | Last Reviewed Date: 07/10/2023

## Code of Ethics for all Laurel Public School Employees

The code of ethics is based on the premise that all education related employees within the district are expected to fulfill the district mission in serving students and school community in a professional, educationally sound, and efficient manner.

Laurel Public Schools employees will strive to improve public education, and to that end will:

1. Make the well-being of students the fundamental value in all decision making and actions.
2. Fulfill professional responsibilities with honesty and integrity.
3. Support the principle of due process and protect the civil and human rights of all individuals.
4. Obey local, state, and national laws and not knowingly join or support organizations that advocate directly or indirectly the overthrow of the government.
5. Implement the board of trustees' policies and administrative regulations.
6. Pursue appropriate measures to correct or enhance those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoid using positions for personal gain through political, social religious, economic, or other influence.
8. Accept academic degrees or other professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the education profession in all of its functions through research and continuing professional development.
10. Honor all contracts until fulfillment or release.
11. Maintain a high level of ethics in decisions and behaviors.
12. Acknowledge that education involves the building and maintenance of proper relationships between students, colleagues, parents, and community. It is paramount that such relationships are professional with appropriate boundaries.

Any violation of code subjects me to discipline by the district.

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

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**Notice Form 5450-NF(1): Employee use of Public Electronic Mail, Internet, and Equipment  
- Acceptable Use of Electronic Networks**

Status: ADOPTED

Original Adopted Date: 06/13/2012 | Last Reviewed Date: 06/13/2012

EMPLOYEE EQUIPMENT USE, INTERNET CONDUCT,  
AND NETWORK ACCESS AGREEMENT

*Every staff member must read and sign below:*

I have read, understand, and agree to abide by the terms of the School District's policy regarding District-Provided Access to Electronic Information, Equipment, Services, and Networks (Policies 5450 and 5). Should I commit any violation or in any way misuse my access to the District's computers, network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Terms and Conditions

1. Acceptable Use – Access to the District's technology and electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
  
2. Privileges – The use of the District's technology and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
  
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  
  - c. Downloading copyrighted material for other than personal use;
  
  - d. Using the network for private financial or commercial gain;
  
  - e. Wastefully using resources, such as file space;

- f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.

5. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  
6. **Indemnification** – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
  
7. **Security** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  
8. **Vandalism and Damage** – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses. The user is responsible for any unintentional damage to the District-owned equipment or technology that cause by the use or user's negligence. Such damage includes but is not limited to that caused by drops, spills, virus, exposure to heat and cold, or submersion.
  
9. **Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

#### Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social

networking sites and in chat rooms; proper online social

etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

5. The system administrator and principal shall monitor student Internet access.

I understand and will abide by the technology, equipment and network access policies. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's issuance of technology, electronic network connection and having access to public networks, I hereby acknowledge the risk for any claims and damages arising from my use of, or inability to use the equipment, network, and Internet. I understand any negligence arising out of my use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA.

\_\_\_\_\_

User Name *(please print)*

\_\_\_\_\_

User Signature

Date

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"

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**VOLUNTEER COACHING APPLICATION**

LAUREL PUBLIC SCHOOLS

NAME \_\_\_\_\_ DOB \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP \_\_\_\_\_

POSITION APPLYING FOR

\_\_\_\_\_

1. HIGH SCHOOL

ATTENDED \_\_\_\_\_

2. COLLEGE

ATTENDED \_\_\_\_\_

YEARS \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_

3. SPORTS PARTICIPATION LEVEL (High School/College) YEARS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. LIST ANY COACHING EXPERIENCE IN SPORTS, RECREATION OR PHYSICAL ACTIVITIES:

\_\_\_\_\_

YEARS \_\_\_\_\_

\_\_\_\_\_

YEARS \_\_\_\_\_

\_\_\_\_\_

YEARS \_\_\_\_\_

5. DO YOU HAVE A VALID FIRST AID CERTIFICATE? (not required)

\_\_\_\_\_ IF SO, DATE \_\_\_\_\_

6. ARE YOU UP TO DATE ON YOUR PROGRAMS RULE CLINIC THROUGH MHSA? \_\_\_\_

IF SO, DATE \_\_\_\_\_ \*Needs renewed annually.

7. ARE YOU UP TO DATE ON FUNDAMENTALS OF COACHING THROUGH MHSA? \_\_\_\_

IF SO, DATE \_\_\_\_\_ \*Needs renewed every 5 years.

8. ARE YOU UP TO DATE ON THE CONCUSSION COURSE THROUGH MHSA? \_\_\_\_

IF SO, DATE \_\_\_\_\_ \*Needs renewed annually.

9. REFERENCES: NAME AND PHONE NUMBER (SCHOOL DISTRICT PERSONNEL PREFERRED)

1. NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

2. NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

3. NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE RETURN TO ACTIVITIES DIRECTOR**

**VOLUNTEER APPLICATION**

LAUREL PUBLIC SCHOOLS

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SCHOOL(S) WHERE I WISH TO VOLUNTEER:  South  West  Graff  Middle School  
 High School  Transportation  Other: \_\_\_\_\_

DOES YOUR CHILD ATTEND THIS SCHOOL?  Yes  No

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY LAUREL SCHOOL DISTRICT?

Yes  No

IF SO, DATE, LOCATION, AND POSITION \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE RETURN TO BUILDING ADMINISTRATOR**

-----OVER-----

## ADMINISTRATOR SECTION – Must be signed and completed

What duties will this volunteer be performing?

---

---

---

Will this volunteer be a chaperone?

- Yes  
 No

Should this volunteer need to be fingerprinted? (Please see the policy below for more information. If you are unsure, call the Director of HR.)

- Yes  
 No

### Policy 5430

#### Federal Background Check Fingerprint and Information Handling Procedure

1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers, chaperones, or recommended for hire by the School District who will have unsupervised access to students need to be fingerprinted under the National Child Protection Act and Volunteers for Children's Act (NCPA/VCA) and § 20-3-323, MCA.

#### Examples:

- If the volunteer is reading to the class or helping with an event, they will not be required to be fingerprinted.
- If they are reading alone with a student or unsupervised, the volunteer will require fingerprints.

***\*If this volunteer duties change then the volunteer needs to be sent back to HR for fingerprints.***

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