



Dear Bailly Parents:

We are working hard to provide you and your child with a positive and rewarding educational experience. As you know, you are a vital part to the success of your child's education. Our programs depend on many volunteer parents. Many ways exist for parents to be involved at school. Parents may volunteer to work in classrooms, help with parties, work at special projects like the reading celebration or attend field trips.

Indiana law (IC5-2-5-5a) now requires all public and private schools to run a limited criminal history check on all individuals who have "volunteered services...that involve contact with, care of, or supervision over a student enrolled in the school." Please understand this is to ensure the safety of all our children, and is not meant to be a reflection on you as parents.

Our school corporation has developed a process to meet this requirement at no cost to you. If you are planning to visit Bailly Elementary School at any time during the 2017-2018 school year, you **must** complete the bottom portion of this note and return it to your child's teacher.

We have great supportive parents at Bailly. I thank you for your cooperation in this matter, and for your time in volunteering your services. If you have any questions regarding this process, please feel free to contact me at your earliest convenience.

Educationally,  
Kevin Zeck, Principal

**PLEASE COMPLETE ALL THE INFORMATION AND RETURN IF YOU PLAN TO VISIT BAILLY**

Yes, I would like to visit Bailly Elementary during the 2017- 2018 school year and understand that Duneland School Corporation will perform a limited criminal history check on me. All results will be completely confidential.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

**Visitor Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

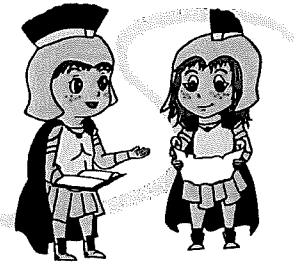
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

# Bailly Elementary School Volunteer Code of Conduct

(rev. 8.01.2017)



Family and community volunteers are critical to the culture of Bailly. Without the partnership of these talented individuals much of what we do would not be possible. Thank you for signing up to volunteer for our school and joining our team. We sincerely appreciate your time and contribution to our school our staff, and most of all our students. We believe that everyone can be a leader and as a volunteer you help to demonstrate positive leadership to our students. Therefore, to help us maintain a safe, productive, and friendly school, we ask our volunteers to join our school staff in upholding the following expectations:

- I agree to act safely, responsibly, and within the law when volunteering on behalf of the school.
- I agree to treat students, faculty, staff, and other volunteers with courtesy and respect.
- I agree to share with teachers and/or school administrators any concerns that I may have related to students welfare and/or safety.
- I agree to wear appropriate volunteer identification whenever required by the school.
- I agree to follow all Positive Life Program policies set forth by the Duneland School Corporation including refraining from smoking substances while volunteering and/or on school property. I also agree to be free from the influence of alcohol or drugs at any time while serving in a volunteer capacity or on school property.
- I agree to observe confidentiality and respect sensitive and/or personal information gained through participation as a volunteer.
- I agree to not initiate unauthorized taking of or dissemination of photographs, videos, or personal information by any means, including social media.
- I agree to follow the directions given by the faculty/staff and ask for clarification when I am unsure of how to proceed.
- I agree to dress appropriately for the school environment.
- I agree to maintain a supportive attitude and not make negative comments about the school, its personnel, or the students and their families to others outside the school, including social media. If there is concern about a teacher or another staff member, I will speak directly to the principal.
- I agree to be prompt and consistent with my attendance and to notify the appropriate staff as soon as possible if I must be late or absent.
- I agree to alert school staff immediately if a student has an accident or injury when working with me.
- I agree to only use appropriate language in my volunteer capacity.
- I agree to not give students any edible items in the school setting that are not issued by the school staff.
- I agree to only enter the areas of the building I have authorization to enter, and to quietly and subtly enter areas where students are learning so as not to distract.
- I agree to limit communication with teachers during class time to that which is related to the volunteer assignment and save individual matters for another time.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Student(s) \_\_\_\_\_ Relationship \_\_\_\_\_



*The mission of Bailly School is to work together to help students reach their personal best by learning in a safe and positive school. Our goal is to create lifelong learners, who grow into responsible citizens.*

