

Duneland School Corporation Volunteer Information Sheet

Thank you for your interest in volunteering. The safety of the students in the Duneland School Corporation is a top priority. The corporation requires all volunteers to have a limited background check. The following information is required to conduct the limited background check and the information will be used for this purpose only:

Return this form to the school office where you have an interest in serving as a volunteer. A separate form is needed for each school. It's imperative that you submit this form with ample amount of time before you wish to volunteer as the results may take some time to become available from the Indiana State Police. This form has been revised to match the information needed by the state police as of June 1, 2019.

Parent/Adult Information (as it appears on driver's license or state/federal identification)

Last Name: _____ First Name: _____ Middle Initial _____

Date of Birth _____ Gender (check one): Male Female

Race (check one): Asian/Pacific Black American Indian Multi racial White
The state determines these categories. If you do not select one you will be identified as unknown.

Place of birth (city and state): _____

Your Email address: _____

Student Information (one form per school; list any children you have attending this school)

Last Name, First Name _____ Teacher Name _____ Grade _____

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Conviction of a crime is not an automatic ban to volunteering. The school system will consider the nature of any conviction or alleged conduct, and the date of the conduct in question. Any misrepresentation or omission of information shall be grounds for disqualification from further consideration. The building principal will notify you if you are not eligible to volunteer.

PLEASE ADD ADDITIONAL VOLUNTEERS ON THE BACK SIDE OF THIS PAGE

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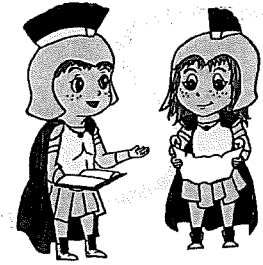
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Your Email address: _____

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.



