

VOLUNTEER PACKET

- **Required for any circumstance where the volunteer will be outside the sight of teacher or administrator. This includes, but is not limited to, overnight fieldtrips, mentoring students, and day fieldtrips where the volunteer is alone with a student.**
- **State of Delaware and FBI Criminal Background Check Required**
- **\$18 fee (to be paid by individual to the State Bureau of Identification.)** Note: If an individual is currently employed by a State of Delaware Agency, they may request the agency send us (via state mail) a "True Copy" of the CBC that is signed and dated by the Agency official. Current Employees of the Caesar Rodney School District will not require a CBC, or any packet.

To obtain a State of Delaware and FBI Criminal Background Check, please go to:

**BLUE HEN CORPORATE CENTER AND MALL
SUITE 1B**

655 BAY ROAD (US 113)

HOURS:

Monday, 8:30AM – 6:30PM

Tuesday through Friday, 8:30AM – 3:30PM

Cash, money order, Visa, MasterCard and Discover accepted

Personal checks are NOT accepted

Caesar Rodney School District
SCHOOL VOLUNTEER ENROLLMENT FORM

Name: _____
Last *First* *Middle*

Address: _____
Street *City* *State* *Zip*

Telephone: (Home) _____ (Work/Cell) _____

Emergency Contact: Name _____ Phone: _____

Student Name: _____ Current School Attending: _____

Sibling Names: _____ Current School Attending: _____

Sibling Names: _____ Current School Attending: _____

I would like to ...

- BE A SCHOOL VOLUNTEER – This includes, but is not limited to, volunteering to chaperone school trips where I may be left alone with students or volunteering in a classroom where no CR staff are present
(State of Delaware and FBI Criminal Background required - \$18 charge paid directly to DE State Police by the Volunteer)

Volunteer Contract:

As a volunteer in the Caesar Rodney School District I agree to:

- Respect confidentiality when dealing with students and school staff.
- Abide by the rules and policies of the school and the school district.
- Immediately report to Caesar Rodney School District Human Resources if you are arrested of a crime other than a minor traffic violation, been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, sexual harassment, exploitation, any other crime related to children, or register as a sex offender with the Sex Offender Registry.**

Signature of Volunteer: _____ Date: _____

Signature of Principal*: _____ Date: _____

*Principal approval required before volunteering.

This enrollment form will be kept on file at the District Office.



CAESAR RODNEY SCHOOL DISTRICT

District Office

Telephone: (302) 698-4800

Fax: (302) 697-4981

website: www.erk12.org

7 Front Street, Wyoming, Delaware 19934

OFFICE OF HUMAN RESOURCES

CAESAR RODNEY SCHOOL DISTRICT

VOLUNTEER CONDUCT

The Caesar Rodney School District Board of Education believes that one of the best methods of serving in a position of a school volunteer or chaperone is that of setting a good example. The Board expects that all school volunteers and chaperones will strive to set the kind of example for students that will serve them well in their own conduct and behavior which will contribute toward and appropriate school atmosphere. To that end, in dress, conduct, and interpersonal relationships, all volunteers and chaperones should recognize that they are being continually observed by students and that their actions and demeanor will be reflected in the conduct of students. The personal life of a volunteer or chaperone will not be the concern of the district unless it prevents the individual from effectively and positively performing assigned functions during work hours, or if some aspect of it violates some aspect of local, state, or federal laws. No volunteer or chaperone will commit or attempt to induce students or others to commit an act or acts or immoral, unethical, or illegal conduct, which may be harmful to others or bring discredit to the District. Immoral, unethical, or illegal conduct on the part of any volunteer or chaperone will constitute grounds for disciplinary actions, up to and including termination of their status as a volunteer or chaperone.

I have read and understand the expectations outlines in the aforementioned policy and will uphold the duties I have been assigned.

<hr/>	
Signature	Date
<hr/>	
Print Name	School

*Signature required before candidate may work with students.

6/2016

WHERE EDUCATIONAL EXCELLENCE IS A TRADITION

The Caesar Rodney School District is an Equal Opportunity Employer and does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, gender, age, veteran or marital status, disability, sexual orientation, gender identification or genetic information in accordance with State and Federal laws. Inquiries about compliance should be made to the Title IX, District 504 and ADA Compliance Officers: Paul L. Dunbar Administrative Building, 7 Front Street, Wyoming DE, 19934. Phone: (302) 698-4800

Caesar Rodney School District
Volunteer Disclosure Form

It is the policy of the Caesar Rodney School District to make every reasonable effort to provide a safe learning environment for students working with volunteers. Subsequently, the District requires the following confidential information from volunteers who directly work with students.

This form must be completed and returned to the Office of Human Resources prior to beginning a volunteer experience in the Caesar Rodney School District.

1. Have you ever been arrested for a crime other than a minor traffic violation? ___ Yes ___ No
(This includes but is not limited to "nolle prosequi" charges)
If yes, please explain: _____

2. Have you ever been arrested, or had an administrative finding, of violating any law involving child abuse, sexual abuse, sexual harassment or exploitation, or any other crime related to children? ___ Yes ___ No
If yes, please explain: _____

3. Are you required to register as a sex offender with the Sex Offender Registry? ___ Yes ___ No
If yes, please explain: _____

4. Do you currently have charges pending or are there any ongoing investigations relating to any of the aforementioned? ___ Yes ___ No
If yes, please explain: _____

I, as a volunteer working in the Caesar Rodney School District, fully understand that this position is, as stated, on a volunteer basis, which inherent in its meaning, entitles me to no pay or any form of compensation for my services. I understand that the volunteer agreement can be terminated without notice at any time by either the school district or the volunteer.

I authorized the Caesar Rodney School District to review my personal background. I consent to having Caesar Rodney School District conduct a criminal background check. I understand that any misrepresentation on any of the volunteer enrollment form may result in immediate disqualification from any volunteer service within the district. I understand the Caesar Rodney School District reserves the right to deny my application to serve as a volunteer. I hereby release the District, its board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to this process.

Signature

Date

Printed Name

*Signature required before candidate may work with students.



DELAWARE CHILD PROTECTION REGISTRY REQUEST FORM



When requesting Child Protection Registry checks:

- Allow 15 working days for results to be processed
- Form must be submitted to DSCYF within 90 days of signature date in order to be processed

PART I. APPLICANT INFORMATION *(PLEASE PRINT CLEARLY)*

Name: _____
Last First Middle

Other Name(s) used: _____ DE Driver's License # _____

Social Security # _____ Date of Birth: _____ Gender: _____ Race: _____
yyymmdd

Address: _____
(Street) (City) (State) (Zip)

Are you on the Delaware child protection registry for any substantiated cases of child abuse/neglect? [] Yes [] No

If yes, explain: _____

I hereby authorize The Delaware Department of Services for Children, Youth and Their Families to provide the below named agency/organization with all substantiated cases of child abuse or neglect concerning me contained in the Delaware child protection registry. I further release the Delaware Department of Services for Children, Youth and Their Families, its officers and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature: _____ Date: _____

Parent / Guardian Signature (If applicant is under the age of 18) _____

PART II. AGENCY INFORMATION - *(MUST BE COMPLETED IN ORDER TO PROCESS)*

Agency Identification Number (if applicable): 67

Contact ID: 2062

Requesting Agency Name: Caesar Rodney School District

Address: 7 Front Street, Wyoming, DE 19934

Phone: (302)698-4800 Ext 108 Fax: (302)697-4981 Contact Person: Michael Noel

Contact Email: michael.noel@cr.k12.de.us

DSCYF USE ONLY:

The individual listed above (is listed) (is NOT listed) on the Delaware Child Protection Registry

Date: _____ DSCYF Criminal History Unit _____

Volunteer Name: _____

Date: _____

Volunteer Signature: _____

**DELAWARE DEPARTMENT OF EDUCATION¹
CONFIDENTIAL TUBERCULOSIS (TB) HEALTH QUESTIONNAIRE FOR
VOLUNTEERS IN PUBLIC SCHOOLS**

All school students, employees, and volunteers are required to be screening for Tuberculosis (TB)². The purpose of this requirement is to safeguard school-aged children from exposure to TB in the school setting. This questionnaire is designed to identify volunteers who MAY have been exposed to TB and thus need further testing. A school designee will collect and monitor the Health Questionnaire, which will be stored in the School Nurse's office in a confidential manner. The questionnaire must be completed every five years. The volunteer may prefer to provide evidence of TB testing in lieu of completing the questionnaire.

Please consider the following questions and circle only **ONE** response in the box below ³:

Can you answer "yes" to any of the questions below?	
1. In the past five years, have you lived or been in close ⁴ contact with anyone who had active, infectious TB disease? 2. Do you currently have any of the following symptoms which are unexplained and which have lasted at least three weeks? Cough Fever Night sweats Weight loss 3. Have you ever had a positive HIV test? 4. In the past five years, have you ever used illegal intravenous drugs? 5. In the past five years, have you been incarcerated? 6. In the past five years, have you been homeless which resulted in living in a shelter or with others outside of your family, who were homeless? 7. For the next two questions, refer to the TB-Endemic Countries list provided by the Delaware Division of Public Health. <ul style="list-style-type: none"> • In the past five years, have you stayed/lived in one of these countries for 1 month or longer? • In the past five years, have you lived or been in close contact with someone who stayed/lived in one of these countries for 1 month or longer? 	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you checked YES, you are **required** (within 2 weeks) to provide verification from a licensed health care provider or the Division of Public Health that there is no communicable threat.

Have you ever had a positive skin test for tuberculosis? <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked yes, you are <u>required</u> to provide documentation related to current disease status prior to your assignment as a volunteer.

These requirements are for the safety of our school and for your personal health. Screening for tuberculosis is recommended by health professionals for any individual who is at risk. Routine screening, using a Mantoux tuberculin skin test or a TB blood test, such as the Quantiferon Gold TB Test, can detect if a person has been exposed to tuberculosis. Early identification of infection and completion of a course of antibiotic treatment significantly reduces the chance of developing active TB disease over the lifetime of infected individuals.

If you have any questions about your risk of infection, please speak with your healthcare provider or plan to discuss it at your next examination. For additional information, you can contact the Delaware Division of Public Health TB Elimination Program at 302-744-1050

¹Developed in collaboration with The Delaware Division of Public Health, with revisions 7/2010 and 7/1/13.
²Regulation 805 can be accessed at <http://regulations.delaware.gov/Admin/codetitle14-800-805.pdf>
³To maintain confidentiality of medical information, the volunteer should not provide an individual answer to each question. The volunteer's response of "yes" indicates that at least *one* of the seven questions is correct, which means a possible exposure. The volunteer should not indicate which one. The volunteer may prefer to provide evidence of TB testing in lieu of completing the questionnaire.
⁴CDC describes "close contact" as prolonged, frequent, or intense contact with a person with TB, while he/she was infectious.