

Volunteers – Contractors Procedure / Form

Policy 5430P/F (R)

Name of Volunteer:	
Birthdate:	
Supervisor of Volunteer:	
<p>At a minimum, the following subjects will be addressed and explained to volunteer:</p> <ul style="list-style-type: none"> • Obligation to report suspicion of child abuse • Students right to privacy, FERPA, and other confidentiality matters • Program mission, philosophy, and procedures • Student safety and supervision 	
Above subjects addressed by: (Supervisor/Teacher)	
Date:	
Background Check:	For those volunteers that will be supervised by a Kimberly School District Employee a review of that person’s criminal record will be conducted via the state repository and the sex offender registry. Those volunteers that will be unsupervised with children will submit to a background check via fingerprints through the Idaho State Department of Education.
Background Check completed by:	
Date:	
<p>All volunteers must be approved by administrator of Kimberly School District. The following administrator approves the above named volunteer:</p>	
Administrator:	
Date:	

Please Note: Top sections to be completed by teacher prior to submitting form to administrator.

Per Kimberly School District Policy 5122: An employee who is provided access to such confidential information relating to another employee shall take steps such that the confidential information remains confidential. If an employee discloses such confidential information without authorization, the employee may be subject to disciplinary action.