

VALPARAISO COMMUNITY SCHOOLS LIMITED CRIMINAL BACKGROUND CHECK



I have offered my services as a:

<input type="checkbox"/>	Volunteer	_____
		(please describe)
<input type="checkbox"/>	Chaperone	_____
		(please describe)
<input type="checkbox"/>	Coach	_____
		(please describe)
<input type="checkbox"/>	Other	_____
		(please describe)

I agree to abide by all relevant VCS School Board policies and administrative guidelines while on duty for the Corporation. I understand that, although I am covered under the Corporation's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers compensation. Should I become ill or suffer an accident while being a volunteer, chaperone or coach for the Corporation, I agree that I shall be responsible for any and all hospital and medical charges that may occur.

I understand further that, as a volunteer, chaperone or coach, I am not in any manner considered an employee of the Corporation or entitled to any benefits provided to employees. I further release the Board from any and all liability for any damages, whatever their nature, which may result to me as a consequence of my being a volunteer, chaperone or coach.

In order to protect the children of the school, the Corporation is required to conduct a limited criminal history background check on all its staff members, volunteers, chaperones and coaches. I understand this Background Check will remain on file **for two (2) school years only**. In completing this form I authorize the school district to seek a "Limited Criminal Background" on me.

Full **LEGAL** Name: _____

First Name	Middle Name	Last Name
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Current Address (City, State, Zip) _____

State of Birth	Country of Birth	Date of Birth	Social Security Number <i>(optional)</i>
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Former Name(s): _____
(optional)

Sex: ☐ Male ☐ Female

Race: *(these are the only choices offered by the Indiana State Police)*

<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Multi-Racial
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> Black	<input type="checkbox"/> Unknown

Email (Required) _____

Signature _____

Student Name/Relationship to Student _____

Date _____



Valparaiso Community Schools Confidentiality Agreement

This agreement applies to all volunteers and visitors wishing to volunteer in any capacity with the Valparaiso Community Schools. The privacy of our children and families is not only important to us but mandated by federal and state law. It is an expectation that confidentiality and privacy be respected by you when you volunteer or work with Valparaiso Community Schools.

_____(Initial) Any data, materials, and information gained through, originating from, or having to do with Valparaiso Community Schools, children, families, operations, activities, or staff is to be considered privileged and confidential and is not to be disclosed to any third party.

_____(Initial) Any pages, forms, information, documents, printed matter, conversations, messages (received or transmitted), resources, contacts, email lists, email messages, student, staff, or family information is to be kept confidential and considered to be the property of Valparaiso Community Schools.

_____(Initial) Any student, staff, or family information is not to be disclosed to a third party without the consent of the employee that is supervising you.

_____(Initial) Any disclosure or misuse of any observed information, whether intentional or unintentional is subject to immediate termination, and denial of future opportunities with Valparaiso Community Schools.

_____(Initial) I agree to indemnify Valparaiso Community Schools and to hold it harmless from any claim against it arising out of any unauthorized access to or improper disclosure of information by me or my agents or assigns.

I _____(print name), understand and agree that any and all information gained during an observation, volunteer opportunity, or work with Valparaiso Community Schools must be held in confidence as specified above. I agree to abide by all rules, policies, and procedures of Valparaiso Community Schools.

Signature

Date



VALPARAISO COMMUNITY SCHOOLS

Board Policy Acknowledgment Form

Re: Bullying Rule

Board Policy #4304

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student s person or property
- has a substantially detrimental effect on the targeted student s physical or mental health;
- has the effect of substantially interfering with the targeted student s academic performance; or
- has the effect of substantially interfering with the targeted student s ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.

Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

I have read and understand the policy regarding the reporting of bullying by students toward other students and acknowledge that while volunteering at the school, if bullying is witnessed, I must report the incident to the school administrator immediately.

X _____
Signature

Printed Name

Date

A complete list of Board Policies can be found on our website:

Valpo.k12.in.us > District > School Board > [Agendas, Policies, and Bylaws](#)