

ORANGE PUBLIC SCHOOLS

VOLUNTEERS IN OUR SCHOOLS

Frequently Asked Questions

On October 9, 2007, the Board of Education adopted a policy requiring that adults who volunteer in certain situations must submit to a background check that includes fingerprinting and reviews of national databases checking for involvement with criminal and child protective services.

What are the circumstances under which I must submit to a background check?

You must submit to a background check if, and only if, any of the following pertains to you:

- You will work with students in any type of out of school time activities, including those that occur before and after school and during all school vacation time, including the summer;
- You will chaperone an overnight field trip;
- You will work in direct contact with students without the presence of a teacher or administrator;
- You have reason to communicate with students in person during out of school time, or by phone, or any electronic means during school or non-school hours;

The following are examples where a background check is not required:

- Assisting in your child's classroom when the teacher is present;
- Chaperoning on a field class field trip during the school day;
- Helping in the school office;
- Assisting in the cafeteria, library or on the playground

How do I complete the process?

1. You should notify the school administrative assistant or Principal that you wish to volunteer and in what capacity. All volunteers must complete a registration form and a waiver of liability form.
2. If you will be volunteering in an assignment that requires a background check, please contact the Board of Education Office. The two (2) fingerprint cards will be provided to you, as well as a Disclosure and Consent Form giving us permission to conduct the background check.
3. You may take the cards to the Orange Police Department for fingerprinting. The Orange Police charges no fee to take your fingerprints. The Orange Police Department will take fingerprints by appointment on Thursdays from 10:00 a.m. to 4:00 p.m. (203-891-2134)
4. You must return the cards with your fingerprints to The Orange Board of Education along with a money order or bank check (no personal checks) in the amount of \$15.00, made payable to the “Treasurer, State of CT.” Payment of this fee is your responsibility.
5. The Principal of the school at which you will be volunteering will receive written confirmation that you have completed the process successfully.
6. You may serve in the capacities outlined above only after you and the Principal have received written notification that the process has been successfully completed.

May I volunteer in a capacity other than the above before the background check is completed?

Yes. You may volunteer in any other capacity that does not require a background check.

Must I complete this process every year?

No. The background check is completed only once.

What are the circumstances under which I would not be approved for volunteering?

You will not be approved for volunteering if you have a criminal record that suggests you might be a threat or a hazard to our children or if you had an involvement with

Telephone: _____

Address:

Street

City

Zip Code

Personal Physician:

_____ Phone: _____

Emergency Adult Contact: _____

Phone: _____

Are you now, or have you previously been, a school volunteer?

_____ Yes _____ No

If yes, at which

school? _____ Year? _____

The name of your child(ren) attending this school:

Criminal Conviction Information

Are you a sex offender? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

If you have answered Yes, list all offenses:

Offense(s) _____

Date(s) _____

Place(s) _____

If requested, will you consent to a criminal background investigation? ___ Yes ___ No

Waiver of Liability

The Orange School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk. However, C.G.S. [10-235](#) provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

By your signature below:

1. You acknowledge that the Orange School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. You agree to assume all risk for death or loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Signature of Volunteer: _____

Date: _____

Printed Name of Volunteer: _____

For School Use Only

General Description of Assignment(s):

- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office
- other: _____

Name of supervising staff member: _____

Sex offender list” checked by _____ **on**
_____, 20__ (mandatory).

Is a criminal background check necessary? (Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? (to be answered by Principal)

_____ Yes _____ No

If “yes”, and provided the individual authorized the check,

- the date on which the check was requested:

- the date on which it was received an reviewed:

Reviewed by: (print) _____

Signature: _____

Date: _____