

# Explorer Elementary School

4190 BARDOT DRIVE

COLORADO SPRINGS, CO 80920

PHONE 719-234-4400

Kay Lynn Waddell, *Principal*

Kristin Driver, *Assistant Principal*

Dear Explorer Volunteer,

Welcome to the Explorer Team! Thank you for being willing to give of your time and talents for the students at Explorer. As a volunteer, you are offering support to the students and staff, and are helping us achieve our mission and goals. Our commitment to you is to make your volunteer experience a positive one.

We believe that our volunteers are an integral part of the team and that the Explorer team will make a difference – one student at a time.

A few items that we would like to emphasize with our volunteers:

- *The work room is for adults only. Please keep it tidy.*
- *If you are volunteering, we ask that you not bring younger children.*
- *The staff lounge is for staff members. Please respect this room as a STAFF ONLY LOUNGE. (We understand that there are times that you need to put items in the fridge.)*
- *Sign in at the office every time you come to volunteer and wear your volunteer badge. We like to keep track of the number of hours that our volunteers are here. If you need a volunteer badge, let Sonya, principal secretary, know that you need one.*
- *Confidentiality is one of our highest priorities with volunteers. Please remember what you would want people to say or not say about your own child. You must sign a Confidentiality Agreement every year.*
- *You may be asked by your child's teacher to complete a background check form. This information is confidential and the administrators conduct the reference checks.*

Thank you.

Sincerely,

Kay Lynn Waddell  
Principal

Kristin Driver  
Assistant Principal

*The mission of Explorer Elementary, a neighborhood school dedicated to educational excellence, is to ensure all students achieve their full potential. In partnership with parents and community, we provide a well-balanced, integrated, culturally rich curriculum based upon individual student needs within a safe, nurturing environment.*

**Academy School District 20  
Volunteer Guidelines**

**Confidentiality of Student Records**

In accordance with Academy School District 20 Policy JRA/JRC[7910], all student records are considered to be of a confidential nature and all Academy School District 20 staff need to ensure the confidentiality of information not be shared with students, or the public, without the written consent of parents or other authorized entity. **The building principal is the official custodian of student education records in his or her building, and all inquiries regarding student records needs to be directed to the building principal.** Policy JRA/JRC[7910] can be read on the Internet at: [www.asd20.org](http://www.asd20.org)

Academy School District 20 staff should take appropriate steps to protect the privacy of students. **Allowing students or others access to student's grades, discipline records, IEPs, 504 Plans, or related private information may violate the requirements of the Family Educational Rights and Privacy Act (FERPA) regarding personally identifiable information. Student phone numbers and addresses are also to remain confidential.**

In order to safeguard students' rights under FERPA the following rules must be observed by district staff when working with volunteers or student assistants in the classroom:

- ~ Volunteers and/or student assistants do not hand back assignments to students in the class where grades are visible.
- ~ Volunteers or student assistants do not grade student work.
- ~ Volunteers and/or student assistants shall not enter grades into the teacher's grade book, electronic or otherwise.

Some documents shall **never** be seen or handled by anyone other than the appropriate school personnel. These documents include:

Teacher's Grade Book or Record	Child abuse reports
Department of Human Services (DHS) Reports	504 Evaluations
Disciplinary Files	Special Education Records
Permanent School Records (cum files)	Health/Medical Records

**Information received or observed regarding individual students must remain confidential and their privacy rights maintained at all times.**

**CONFIDENTIALITY AGREEMENT**

I have read the above information, understand it, and agree to abide by the confidentiality requirements stated above.

\_\_\_\_\_  
Name (Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academy District 20  
Parent Volunteer Form**

**APPLICANT TESTIMONY – PARENT VOLUNTEER SIGNATURE**

I hereby certify that the information contained in this Parent Volunteer Form is true and correct to the best of my knowledge. I agree to have any of the information checked by the school district. I authorize the references listed, as well as any other individuals whom the district contacts (including my current employer, former employers, and any government or law enforcement agency), to provide Academy District 20, any and all information concerning my previous or current employment. I understand that if I limit the district's right to contact persons/organizations deemed necessary by the district, the request to volunteer may not be considered further. Also, I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to the district or any of its agents, staff members, or representatives for purposes related to this form or my request to volunteer. If I feel there are errors or inaccuracies in my FBI/CBI record, I will contact a Director for Human Resources. I understand that **ANY** misrepresentation, falsification, or material omission of information on this form may result in my being denied the opportunity to volunteer in Academy District 20. I understand these forms are kept on file and will remain the property of Academy District 20.

**I HEREBY AFFIRM THAT ALL INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE. I UNDERSTAND THAT MISREPRESENTATION OF THE FACTS SHALL RESULT IN DENIAL OF APPROVAL FOR THE OPPORTUNITY TO VOLUNTEER, OR TERMINATION OF VOLUNTEERING, AND MAY BE PUNISHABLE BY LAW.**

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Signature of Parent/Legal Guardian

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Date

**Notice of Nondiscrimination**

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and district administrative policy AC (Nondiscrimination/Equal Opportunity), Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

The following person has been identified as the compliance officer for the district:  
General Counsel; Academy District 20; 1110 Chapel Hills Drive; Colorado Springs, CO 80920; 719-234-1200

**Academy District 20  
Parent Volunteer Form**

**APPLICANT TESTIMONY – BACKGROUND REPORT**

Academy District 20 requires all parent volunteers to submit a BACKGROUND REPORT FORM and APPLICANT TESTIMONY certifying that the volunteer HAS or HAS NEVER BEEN convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Individuals must report any convictions\* that occur subsequent to the time they initially completed this form. **Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly.** *Conviction of a crime is not an automatic bar to volunteering. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying to volunteer.*

<b>Last Name</b>	<b>First Name</b>		
1. Have you ever been convicted** of a felony?		YES	NO
2. Have you ever been convicted of a misdemeanor other than minor traffic violations?		YES	NO
3. Have you ever been convicted of a DUI?		YES	NO
4. Have you ever been convicted of a sex or drug-related offense?		YES	NO
5. Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense or has any court entered a deferred sentence or deferred judgement against you?		YES	NO
6. Have you ever been placed on probation?		YES	NO
7. Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child?		YES	NO
8. Have you ever been dismissed, or have you resigned from a position as a result of an allegation of unlawful behavior, involving a child, including unlawful sexual behavior?		YES	NO
9. Have you ever had any professional licenses ( <i>including teaching certificates/licenses</i> ) suspended, annulled or revoked <i>in any state or country</i> ?		YES	NO
10. Have you ever been dishonorably discharged from the military?		YES	NO
11. Have you ever been involuntarily terminated from any employment or asked to resign from employment?		YES	NO
12. Have you ever been non-renewed or refused a continuing contract?		YES	NO
13. Have you ever resigned to avoid termination of employment or to avoid non-renewal of a contract?		YES	NO

\* CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

\*\* CONVICTED means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the Court.

**Academy District 20  
Parent Volunteer Form**

**APPLICANT TESTIMONY - RELEASE FOR VERIFYING BACKGROUND INFORMATION**

As a condition for volunteering in Academy District 20, a Colorado Bureau of Investigation (CBI) review is required. To conduct this review, it is mandatory to provide your date of birth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE PRINT**

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
BEST CONTACT PHONE NUMBER

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

**Notice of Nondiscrimination**

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and district administrative policy AC (Nondiscrimination/Equal Opportunity), Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

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**Human Resources Use Only:**

NS:  Clear  Not Clear

CBI:  Clear  Not Clear

CDE:  Clear  Not Clear

Initials: \_\_\_\_\_

Status: \_\_\_\_\_

Date: \_\_\_\_\_

**Academy District 20  
Parent Volunteer Form**

Parent/Legal Guardian Name: \_\_\_\_\_  
FIRST M. I. LAST

Student Name 1: \_\_\_\_\_

Teacher Name 1: \_\_\_\_\_

Student Name 2: \_\_\_\_\_

Teacher Name 2: \_\_\_\_\_

Student Name 3: \_\_\_\_\_

Teacher Name 3: \_\_\_\_\_

Student Name 4: \_\_\_\_\_

Teacher Name 4: \_\_\_\_\_

Please provide the name(s) and phone number(s) for character references.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_