



Criminal Information Records Check Permission Form

Kenosha Unified School District
 Office of Human Resources
 3600 52nd Street
 Kenosha, WI 53144

Phone: (262) 359-6333
 Fax: (262) 359-6116
 Email: personnel@kUSD.edu
 Website: www.kUSD.edu

I, the undersigned, agree to permit the Kenosha Unified School District to perform a Criminal Information Records Check. I understand that my appointment to a position, my ability to participate as a District volunteer/chaperone, and/or my agreement to perform services as an Independent Contractor in the District will depend upon the results of the Criminal Information Records Check, in accordance with the Kenosha Unified School District Board Policy and the Office of Human Resources. I also understand that the District will not be responsible for any loss or damage to my personal property.

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by the District. I understand that I have rights under the Fair Credit Reporting Act and that the Summary of Rights can be found at www.consumerfinance.gov/learnmore.

Last Name		First Name		Middle Name	
Aliases / Maiden Name / Other Names Used (if applicable)				Date of Birth	
Email				Social Security Number	
Current Mailing Address		City		State	Zip Code
Name of Student Whose Class You Will Be Volunteering / Chaperoning In (if applicable)				Location / School	
Signature				Today's Date	

The Kenosha Unified School Districts' Board of Education Policy 4332 reads in part:

"A criminal background check shall be conducted for all persons recommended for employment as administrators, teachers, other certified employees, substitute teachers, and all other non-certified employees, including but not limited to substitutes, service employees, educational assistants, secretarial/clerical staff, educational interpreters, carpenters/painters, part-time/temporary, miscellaneous, advisors and coaching assignments.

Likewise, a criminal background check shall be conducted on any persons who have District approved access to children in supervised or unsupervised settings before they will be allowed to come into contact with students. This includes, but is not limited to, chaperones, volunteers, tutors, mentors and independent contractors. A background check may be conducted on board- or administration-appointed standing committee or ad-hoc committee members who may come into contact with students in supervised or unsupervised settings."

The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity or employment in the District. The Superintendent of Schools/designee (262) 359-6320 addresses questions regarding student discrimination and the Director of Human Resources (262) 359-6333 addresses questions regarding staff discrimination.

HUMAN RESOURCES USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Human Resources Signature	Date
Notes			



**Kenosha Unified
School District**

Non-Employee Chaperone Policy Acknowledgment

By acting as a chaperone, I, _____ understand and expressly agree that:

- A. I will abide by the provisions of the Kenosha Unified School District Chaperone Requirements & Expectations Policy;
- B. During my time as a chaperone, I understand and agree I am subject to all board policies and district policies and procedures; and
- C. A failure to follow the provisions of the Kenosha Unified School District Chaperone Requirements & Expectations Policy and all other applicable district policies and procedures will result in having my services for the trip terminated immediately.

Chaperone name: _____

Signature: _____

Date: _____



Volunteer Confidentiality Agreement

2018– 2019

All school volunteers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children, their families and staff is privileged information. Trust must be established and maintained. Volunteers must follow these guidelines:

- ◆ Treat all information as personal and confidential regardless of source.
- ◆ Deal impartially with students regardless of background, ability, physical or emotional maturity.
- ◆ Parents, friends, or community members may in good faith ask you questions about a student's progress or problems. You may not share information about a student with members of your own family or the student's family.
- ◆ Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Academic and health records
 - Test scores and grades
 - Discipline and classroom behavior
- ◆ Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's **against the law!**

I understand volunteering at KTEC is a privilege and not a right. The school administration reserves the right to deny or remove any volunteer violating confidentiality or any district policy.

By signing this agreement, I am stating that I will not divulge information about any student. Their families or staff member to anyone other than authorized school personnel. If there are any questions, I will refer all questions to a school administrator.

Signature

Date

Print Name



KTEC Chaperone Agreement 2018-2019

All school chaperones are expected to follow the teacher's instructions and remain engaged in student interaction and safety while following KTEC expectations. Please refrain from using your cell phone unless it is needed for field trip purposes; your attention should be on the children in your group.

While serving as a chaperone for KTEC you are assisting the classroom teacher in carrying out planned, standards-based, and educational activities. You will receive directions for such assistance prior to departing on the trip. All chaperones must report to the office before being sent to their assigned classroom. Also, we ask that you not bring other children along with you while chaperoning.

1. All chaperones must have a Criminal Information Records Check Permission Form on file in the school office a minimum of two weeks prior to the scheduled field trip.
2. All chaperones/volunteers must complete a Volunteer Confidentiality Agreement.
3. All chaperones must complete a KUSD Chaperone Policy form.

If you have any questions, please call 262-359-3800.

I understand chaperoning at KTEC is a privilege and not a right. The school administration reserves the right to deny or remove any chaperone violating confidentiality, district policy, not providing a safe environment for students and for not following KTEC expectations.

By signing this agreement, I am stating I have completed the three forms listed and I will adhere to the set guidelines as stated above.

Signature

Date

Print Name