

Broken Arrow High School

Vocal Music



BROKEN ARROW HIGH SCHOOL

VOCALMUSIC

Volunteer Handbook

Broken Arrow
Public Schools
Volunteer Contract

- **Please fill out the Broken Arrow Public Schools Volunteer Contract. We will provide the notary signature and seal.**
- **For parents who wish to chaperone, please also fill out the Criminal Background Check. This does not guarantee you a position as a chaperone, but this form must be filled out if you are asked to serve in this capacity.**
- **All forms must be completed before September 1st but it is preferable that they are filled out at the time of the first parent meeting.**

Broken Arrow Public Schools Volunteer Contract

School Site: _____ Child/ren's Teacher Name(s) _____
(if applicable)

Your Name: _____ Child/ren's Name(s) _____
(if applicable)

Your Address: _____ City: _____

State: _____ Zip: _____ Preferred Phone: _____

Email Address: _____

Volunteer Guidelines

In order to protect the students and their families and to achieve a program of high quality, Broken Arrow Public Schools has adopted the following regulations and standards for those who to participate in the Volunteer Program to follow.

District Regulations

1. Upon arrival at the school, volunteers must check-in at the main office, sign-in through LobbyGuard, and pick up a badge authorizing them to be in the building.
2. When at the site, if a student should require assistance because of a health issue or injury, the volunteer should seek the aid of school personnel and must avoid giving medications or medical treatment to any student. For safety purposes volunteers are not to clean blood spills or come in contact with bodily fluids.
3. School staff is responsible for the overall care of students and are authorized to take care of discipline issues which arise at the school site. When discipline issues arise, volunteers must seek the assistance of school personnel.
4. While at the school site, volunteers may not promote commercial products, brand names, religious beliefs, political candidates or parties.
5. The district values every volunteer. As such, any time heavy lifting or strenuous physical tasks are necessary (e.g., lifting heavy tables or equipment), the volunteer must seek assistance from the site custodial staff.
6. Volunteers must be at least 16 years old. Those under 16 years of age must have their parent/guardian/named supervising adult accompany them to the volunteer site.
7. Volunteers are expected to attend volunteer orientation at the school site.

Standards & Guidelines

1. Broken Arrow Public Schools expects a learning and work environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as models of the civic values and societal norms important to the Broken Arrow community.
2. The relationship between the volunteer and staff member should be one of mutual respect and bring value to the learning environment. While on campus, volunteers work under the direction and supervision of a school staff member.
3. The teacher is responsible for the content and learning techniques in the classroom, and it is important that while the volunteer is working with them, they support the teacher. A volunteer should either make an appointment or visit with the teacher to be clear on their duties when assisting.
4. Because a great deal of planning is required for preparation of student learning, volunteers need to be dependable and on time. When an absence is unavoidable, notification should be sent to the site volunteer chairman, teacher or school site as soon as possible.
5. When it becomes necessary that a volunteer discontinue their assignment, they should notify the Site Volunteer Coordinator, teacher or school site.
6. Because Broken Arrow Public Schools values the commitment and time volunteers spend in the schools, the district maintains a log of volunteer hours. As such, volunteers are asked to record their hours of service through the online form designated for their school site. This is so the hours in totality can be reported to the district administration and Board of Education. If you are unable to access the online log, please contact your Site Volunteer Coordinator.
7. A safe and productive learning environment is paramount at all sites. As such, any matters of concern should be brought to the District Volunteer Coordinator who will take appropriate action and inform a school administrator.

I have read, understand, and agree to abide by the regulations, standards and guidelines described in this document.

Volunteer Signature

Date

AFFIDAVIT

STATE OF OKLAHOMA)

COUNTY OF TULSA)

The undersigned under the penalties of perjury, certifies to the Broken Arrow Public Schools ("School District") as follows:

1. The undersigned:

_____ has a contract with the School District; OR
_____ is the duly authorized representative of a business ("entity") having a contract with the School District, OR
✓ _____ is a person, business, or **volunteer** performing a service or to perform work on School District premises on a full-time or part-time basis.

2. The undersigned hereby certifies that neither the undersigned nor any employee of the undersigned or of the entity, or of any subcontractor of the undersigned or the entity, will perform work or volunteer on School District premises on a full-time or part-time basis if such employee/volunteer has been convicted in this State, the United States or any other state of any felony/misdemeanor offense unless ten (10) years have elapsed since the date of the criminal conviction or the employee has received a pardon for the offense.

3. Neither the undersigned nor any employee of the undersigned, or the entity, or of any subcontractor of the undersigned or the entity, who performs any work on School District property is currently registered under the Oklahoma Sex Offenders Registration Act or the Mary Rippey Violent Crime Offenders Registration Act.

4. The undersigned, or the entity, has conducted a felony record search of all employees who will be assigned to work on a full-time or part-time basis on School District property.

5. This Affidavit is made and delivered pursuant to the requirements of **OKLA. STAT. tit. 70, § 6-101.48 (Supp. 2000)** and **OKLA. STAT. tit. 57, § 589 (Supp. 2004)** (the "Acts"). The undersigned further certifies to the School District that the undersigned and/or the entity are in full compliance with the requirements of the Acts.

EXECUTED AND DELIVERED this _____ day of _____, _____.

AFFIANT'S SIGNATURE

(Print Name)

(Name of schools volunteering)

Subscribed and sworn to before me this _____ day of _____, _____

Commission Number: _____

Notary Public

My Commission Expires: _____

Volunteer FAQs

Who can volunteer to serve in the Broken Arrow Public School system?

Parents and patrons alike are invited to volunteer in any of the district's 28 school sites. From the Early Childhood Centers to the High School, every site is in need of volunteers. Because student safety is our top priority, individuals wishing to volunteer must complete a **volunteer contract** and **felony affidavit**. Volunteers can complete these documents at any school site, and each site's administrative assistant can provide the necessary notarization. Rather than fill out the same documents for every school, volunteers can request copies of their completed documents and then provide those copies to the site administrative assistant at any other site at which they volunteer.

What are some typical activities for volunteers?

The activities available to volunteers are as varied as the sites themselves. From assisting elementary teachers with classroom projects to acting as a chaperone at middle school dances, there is truly an opportunity for everyone to find their volunteering niche. Do you like to read? Enhance our students' literacy by reading to elementary students. Not afraid of loud music and line dancing? Project Graduation may be the volunteer activity for you. To find out about the volunteer opportunities available at a particular site, simply contact the school's Site Volunteer Coordinator.

When and where do I sign up to volunteer?

You can begin volunteering at any point during the school year by contacting the school's Site Volunteer Coordinator and completing/returning the necessary paperwork (this information can be obtained at each site or the website's Community tab). In addition, each site will have an opportunity for parents to sign up at **Meet the Teacher** day, **Back to School night**, or during **schedule pick-up**.

Who are the schools' Site Volunteer Coordinators, and what are their duties?

Each school has a Site Volunteer Coordinator assigned to be the point-of-contact for volunteers at the school site. This person will work with staff to determine volunteer needs, recruit volunteers at each site, communicate information about volunteer opportunities, and keep a record of each volunteer's contract and affidavit on file. The Site Volunteer Coordinator also manages the volunteer log database which collects and houses volunteers' self-reported hours and reports those volunteer hours to the district's Communications Division.

What is LobbyGuard and how do volunteers use it?

LobbyGuard is the security check-in system the district uses to screen visitors and ensure the safety of our students. Each guest who enters the building must scan their driver's license, or use one of the quick-scan key tags that can be purchased at the site. If you volunteer weekly, purchasing a \$5 volunteer key fob will make it easier and faster for you to check in.

When at the school in your **volunteer** capacity, you should always check in as a volunteer or PTA member. Using these classifications ensures that your school receives credit for all the volunteer hours you log at that site.

If you are a volunteer who also serves as a **substitute** teacher, be sure to check in using the appropriate role. Your time as a substitute does not count toward volunteer hours, so if you are a frequent sub, you might consider purchasing a separate key fob to use when visiting the site as a substitute.

If you are visiting the site for parent teacher conferences, assemblies or to have lunch with your student, you should not check in as a volunteer, but rather as a **visitor**. Regardless of the reason for your visit, always remember to check out.

How does volunteer service help the students?

Students whose parents and community members are involved in their education experience greater academic success. Volunteering with Broken Arrow Public Schools provides parents and community members alike with opportunities to enhance students' learning experience so that, together, we can achieve our goal of 100% Engagement, 100% Literacy, and 100% Graduation. There is no shortage of opportunities to help brighten the future of a Broken Arrow Tiger.

What if I still have questions that aren't answered here?

Please feel free to contact Adrienne Stout in Human Resources, at 918-259-5700 or astout@baschools.org. You may also contact your school's Site Volunteer Coordinator by accessing the Site Volunteer Coordinator Directory on the website.

Volunteers empower organizations to do more. During each academic year, hundreds of volunteers contribute tens of thousands of hours to our schools. This is an incredible gift to our students, and **you** make it possible. Thank you!

Criminal Background Check

CRIMINAL BACKGROUND CHECK

In compliance with Oklahoma Statutes (Title 70, Sections 122, 125, 135, and 140.1) which prohibit public schools from retaining or rehiring an individual with a felony conviction, Broken Arrow Public Schools ("BAPS") requires a criminal background check for purposes of making employment decisions.

I, _____, give Broken Arrow Public Schools permission to run a background check to obtain criminal information relating to me (if any) and/or to hire a reporting agency to run a background check to obtain criminal information relating to me (if any) contained in public records. Neither BAPS nor its agent(s) will be violating my right to privacy by conducting this background check, and I hereby release them from all liability whatsoever for actions related to this investigation. I further acknowledge that, if I am hired by BAPS, I may be subject to an annual random selection process for criminal history checks of ongoing BAPS employees, and I grant permission for these additional background checks.

Print Name

Signature

Date

CONSENT AND DISCLOSURE FOR CONSUMER REPORT / INVESTIGATIVE CONSUMER REPORT

--	--	--	--	--	--	--	--	--	--

Applicant's First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name

I understand that Broken Arrow Public Schools (BAPS) will utilize the services of SELECT FORCE, INC (agent) as part of the procedure for processing my application for employment. I also understand that if my application for employment is granted, BAPS may obtain further information through subsequent investigations by designated agent(s) so as to update, renew or extend my employment, to the extent permitted by law.

I understand a consumer reporting agency's investigation may include information regarding bankruptcies covering up to the last ten (10) years, obtaining information regarding civil suits, civil judgments, arrest records, and paid tax liens covering up to the last seven (7) years, obtaining information regarding any other adverse item of information covering up to the last seven (7) years and obtaining information regarding references and education and employment verifications without any time limitations, subject to any limitations or exceptions applicable under state and federal law. The investigation also may include obtaining information relating to federal, state, and/or county criminal records without any time limitations subject to state law.

In the event an investigative consumer report is conducted, I understand such information may be obtained by personal interviews with my acquaintances or associates or with others whom I am acquainted or whom may have knowledge concerning my character, general reputation, personal characteristics or standard of living. I understand such information may also be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. I further understand that the scope of a consumer report/investigative consumer report may include, but is not limited to, verification of Social Security Number, employment history, references, education attained, motor vehicle records including traffic citations and registration and any other public records.

I understand that I have the right to receive notice about the nature and scope of any investigative consumer report requested within five (5) days after BAPS receives my request or five (5) days after the investigative consumer report was requested, whichever is later.

I acknowledge that I have received the attached summary of my rights under the Fair Credit Reporting Act. I also understand that before I am denied employment based, in whole or part, on information obtained in the consumer report and/or investigative consumer report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. I understand if I disagree with the accuracy of any information in the report, I must notify BAPS within five (5) business days of my receipt of the report that I am challenging the accuracy of the information contained in this report with BAPS/designated agent and advise BAPS as to the basis of my challenge. In exchange for BAPS' consideration of my employment application, I agree not to file or pursue any complaints, claims or legal actions of any kind against designated agent(s) for providing the aforementioned information. I also agree not to file or pursue any complaints, claims or legal actions against BAPS or any of its employees, representatives, or agents arising out of or in any way related to conducting a background investigation.

I am consenting that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any entity which may provide information based on this authorized request. I hereby consent to this investigation and authorize BAPS to procure a consumer report and/or investigative consumer report on my background as stated above from designated agent(s). In order to verify my identity for purposes of the background investigation I am voluntarily releasing my date of birth, social security and the other information in this packet for my own benefit and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

INVESTIGATIVE CONSUMER REPORT

First NameMiddle Name or InitialLast NameDate of Birth (MMDDYYYY)Other Names Known By

☐ Male

☐ Female

Social Security NumberPrimary Telephone (no dashes)Current AddressApt ## Years at this addressCityStateZip CodePrevious AddressApt ## Years at this addressCityStateZip CodeDriver's License Number (no dashes)

License State

Expiration Date				

Email AddressSignature

Today's Date (MMDDYYYY)