ICHAT Administrative Guidelines

STAFF

The following Volunteer Background Check Procedures have been put into place to protect the safety of the children who attend Fitzgerald Public Schools and is mandated by the "School Safety" Legislation.

A volunteer is defined as a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis, including but not limited to field trip chaperones, classroom helpers, tutors, student teachers, interns, athletic volunteers, play/concert volunteers or any adult who will be alone with students. All volunteers under this definition are required to be screened prior to participating in any activity or program. Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened.

- Volunteers must go to the School's Main Office to complete the Volunteer Form and Release of Liability and provide their State ID/Drivers License. This should be done no later than two (2) weeks prior to the initial event start date.
- The Main Office will send the information to the Human Resources Department for processing.
- The Human Resources Department will run a background check through the Sex Offenders Registry (SOR), Offenders Tracking Information System (OTIS), and the Internet Criminal History Access Tool (ICHAT).
- The Human Resources Department will notify the Main Office whether or not the volunteer has been approved.
- If the volunteer has been denied the Human Resources Department will contact the individual to discuss his/her background check to determine a final outcome.
- The volunteer form will remain on file with the Human Resources Office for the remainder of that school year. Prior to each event date an ICHAT will need to be completed on the volunteers participating. District Employees must notify the Main Office of the volunteer names for that event no later than one (1) week prior to the event date. The Main Office will notify the Human Resources Department.
- The Human Resources Department will run the background check and notify the Main Office whether or not the volunteer (s) has been approved.

- Volunteers will be expected to complete a new Volunteer Form and Release of Liability each school year in which they request to volunteer.
- If a staff member allows an individual to volunteer without the consent of the Human Resources Department, the staff member and building principal/supervisor will be notified and the staff member will not be allowed to use volunteers in their classroom/program for the remainder of that school year.

VOLUNTEER

Thank you for your consideration in becoming a volunteer at Fitzgerald Public Schools. We understand the importance of volunteer use in our schools and strive to provide the best service to our students.

The following Volunteer Background Check Procedures have been put into place to protect the safety of the children who attend Fitzgerald Public Schools and is mandated by the "School Safety" Legislation.

A volunteer is defined as a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis, including but not limited to field trip chaperones, classroom helpers, tutors, student teachers, interns, athletic volunteers, play/concert volunteers or any adult who will be alone with students. All volunteers under this definition are required to be screened prior to participating in any activity or program. Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened.

- You must complete the Volunteer Form and Release of Liability with the Main Office and provide your valid Michigan ID no later than TWO (2) WEEKS prior to the initial event start date.
- The Human Resources Department will run a background check through the Sex Offenders Registry (SOR), Offenders Tracking Information System (OTIS), and the Internet Criminal History Access Tool (ICHAT).
- The Human Resources Department will notify the Main Office whether or not you have been approved.
- If your background check comes back showing a conviction of a "listed offense", as defined in Section 2 of the Sex Offenders Registration Act, you will be contacted by the Human Resources Department and will not be allowed to volunteer until otherwise noted.

- Your volunteer form will remain on file with the Human Resources Office for the remainder of thaT school year. Prior to each event date an ICHAT will need to be completed on the volunteers participating. District Employees will notify the Main Office of the volunteer names for that event. The Main Office will notify the Human Resources Department and a background check will be run.
- Any missing or incorrect information could result in the denial of your volunteer services.
- You will be expected to complete a new Volunteer Form and Release of Liability each school year in which you request to volunteer.

If you have any questions or concerns please contact our office at 586-757-1751.



FITZGERALD PUBLIC SCHOOLS - Human Resources

23200 Ryan Road, Warren, MI 48091 * Phone (586) 757-1751 * Fax: (586) 620-6064

Volunteer Form and Release of Liability

The following information is required for an internet background check, please print legibly and complete in full or the form will not be accepted.

<u>Person</u> Last Na	al Informatio ame:	on:		First Name:	Middle Initial:
Other I	Last Name Us	sed:		Other First Name Used:	Other Middle Int.
Home A	Address:				
City:			State:	Zip Code:	Phone Number: ()
Race:	□ White	□ Black wn/Other	☐ Asian or F	Pacific Islander 🔲 Ameri	can Indian or Alaskan Native
Sex:	□ Male	☐ Female	Dat	te of Birth:	
Michig	an ID or Driv	ver's License Nu	ımber:		
History	/ Information	1:			
•			itzgerald Public	Schools before?	YES NO
2.	☐ YES	□ NO		ted of a felony in a state or fed	eral court? dates and state conviction occurred
3.	☐ YES	□NO		ced of a misdemeanor in a sta	te or federal court? dates and state misdemeanor

teer Informa	ntion:	
	esting to volunteer as:	
	e to Provide Service:	
Student N	ame(s):	
Building:	☐ Schofield Elementary ☐ Westview Elementary ☐ Chatterton Middle School	☐ Mound Park Elementary☐ Fitzgerald High School
an	nderstand that I am not an employee of Fitzgerald Public Schools, and d voluntarily to the District, without any expectation or promise of d wind.	
_ I u	nderstand that my services may be terminated by myself or the distri	
	use, and without prior notice for any reasons deemed sufficient by the nderstand that I am not a general agent or representative of the scho	~
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