

Update to Process for Chaperones, Volunteers, and Classroom Helpers' Background Investigations

In an effort to abridge and continue to maintain student safety, Lincoln Charter School (LCS) conducts two types of security investigations, Level 1 and Level 2.

Level 1 background investigations are required for all day trip chaperones, volunteers, or classroom helpers who will be in the presence of an LCS staff member at all times. Level 1 background investigations require an annual submission of a valid driver's license or state issued ID to the front office prior to attending event or classroom support. All visitors are required to the above background investigation as well. If you do not have either form of identification, you will be required to complete a Level 2 background investigation and a positive result must be received prior to volunteering in any capacity.

Level 2 background investigations are required biennial for any person who may have unsupervised access to students either on or off school premises. Unsupervised access is defined as an adult having the responsibility for a student or students without the presence of a LCS staff member. This background investigation requires at least 5 days to process and upon receipt of a positive result, you will be mailed, to your home address a Secure Volunteer Card from Background Investigation Bureau (BIB) to keep with you while on and off school premises. The first card is provided free of charge and a \$5 charge will be required for duplicates. As safety for our students is our number one concern, should your background investigation return an unfavorable result, you will be notified by BIB, in writing, that you have not met our requirements to volunteer at LCS. You will be given an opportunity to an appeal process. Unfavorable results are handled by administration on a case by case basis.

(BIB) is a vetted company with secure systems in place with data encryption using Secure Socket Layer (SSL) technology and up to 128 bit encryption technologies to enhance security. SSL is the industry standard tool for protecting and maintaining the security of message transmissions over the Internet. When you enter your information and or send information from secured pages, encryption will scramble your data into an unreadable format to reduce the chance of unauthorized access by others. BIB has never had a breach in their security and is widely used by hundreds of schools systems, including Lincoln County School System, churches, and non-profits.

All chaperones, volunteers and classroom helpers are held to the same high standard as LCS staff, regarding use of tobacco, alcohol, drugs, and are expected to demonstrate appropriate behavior at all times while in the company of students.

Expectations

1. All school rules apply on and off school premises. All volunteers are expected to comply with school policies, follow the directions given by the coordinating teacher, dress appropriately for field trip activities, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. In the case of chaperones, you are expected to follow the trip plan developed by the teacher.
2. In order to comply with school policy, before or during the field trip, chaperones, volunteers, and classroom helpers:
 - may not use or possess alcohol or other drugs
 - may not use tobacco in the presence of, or within the sight of, students if off campus
 - LCS is a tobacco free campus and its use is prohibited on campus
 - may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised at all times on or off campus. As a chaperone, you may supervise a small group of students, helping them learn, as well as monitor their behavior. In the event of a discipline issue, please contact coordinating teacher as soon as possible.

In the event that I have a personal emergency, please contact:

Name _____

Phone _____

Printed Name _____

Student Name: _____ Homeroom Teacher _____

Chaperone Cell/Best Contact Phone: _____

Email Address: _____

Medical or allergy information that we should know in the case of an emergency: _____

I acknowledge that I have received the "Guidelines for Chaperone/Volunteer Expectations," and I have read these guidelines, and agree to comply with the guidelines as a school chaperone to the best of my ability.

Signature _____ Date _____

OFFICE USE ONLY

Level 1 Background Investigation Completed _____

Level 2 Background Investigation Completed _____

Approved Yes/No

Approved Yes/