

Germantown School District

September 6, 2013

AMY BELLE SCHOOL
3294 WILLOW CREEK ROAD
COLGATE, WI 53017-9534
(262) 253-3470
FAX (262) 253-3490

Dear Amy Belle Families,

Thank you for your interest in serving as a volunteer or a field trip chaperone with the Germantown School District and at Amy Belle School. We greatly value the partnership with parents and community members. Ensuring the safety of our students is one of our highest priorities. As a matter of protection for our students, we are requiring background checks for **ALL** volunteers/chaperones. All approved Volunteer Applications will **remain on file for three years.**

- If you applied in 2011 (creation of the policy) - you need to reapply in 2014
- If you applied in 2012 - you need to reapply in 2015
- If you apply this year 2013 – you need to reapply in 2016

If you have not completed an application, please complete and return to the school office the Volunteer Application Form on the back of this letter. All information provided on this form and received from background checks will be used only for the purpose of determining eligibility for volunteer services. Personally identifiable information provided on the application **will be kept confidential to the extent permitted by state law.** The Human Resources office of the Germantown School District will conduct the background check and will update the district volunteer list as volunteers are approved.

By signing this form to be a volunteer at Amy Belle School, you agree to accept the following responsibilities:

- Each student is to be treated with respect and consideration.
- All personal contact with students, administrators, officials, athletic directors, the state high school athletic association, media, and the public, shall be conducted in the highest ethical and moral manner.
- Maintain strict confidence about students and staff. This includes health issues, academic performance and behavior, school problems, and student information in any form (including verbal or personal observations). The access to records by a volunteer shall be limited to legitimate educational interests particular to duty performed and under the supervision of a district employee acting as the volunteer's supervisor.
- Sign in and wear a designated volunteer sticker when working at Amy Belle Elementary.
- Question adults in the building who are not wearing badges and ask them to return to the school office to sign in and put on a volunteer sticker.
- Make arrangements for personal child care needs while you volunteer.

Thank you for your time and devotion to helping our children and for being a part of our mission to **Empower and Inspire Every Student to Success!**

Sincerely,



Rick Grothaus
Amy Belle Principal