



YPS Helping Hand Volunteers, Yukon OK, 73099 405-354-3716
Volunteer Personal Profile Application Packet
Yukon Public Schools Volunteer & Mentor Program
& Watch Dog Dads
Helping Hands – Helping Children & Teachers

Yukon Public School Volunteer Checklist

- YPS Volunteers, WDD & Mentors School Volunteer Application Form
- YPS Volunteers, WDD & Mentors Agreement Form
- Confidentiality Agreement
- Copy of Photo ID (Please attach before you submit)
- Criminal Background Check Form Allow 2 week turn around for an email approval. If you do not hear back from us via certified mail for a denied background check, you have been approved and the school will be notified. There is No Charge for Volunteers.





Becoming a Yukon Public School Volunteer, Watch Dog Dad, or Miller Mentor

YPS volunteers are an integral part of the success of students and staff by serving in ways such as helping students with reading, assisting teachers, serving as a **HELPING HAND VOLUNTEER** during the school day and at events and working one-on-one as a MILLER MENTOR, or being a **HERO OF THE HALLWAYS** as a **WATCH DOG DAD**; or to chaperone students on field trips.

It is important for ALL YPS Volunteers to be aware of the process of the District's volunteer program. YPS requires all school volunteers to complete a volunteer application and agreement, as well as sign a Confidentiality Agreement.

There are two ways to complete the Application and the criminal background check: Attend one of the Helping Hand Volunteer / Mentor Orientation, "Get Involved" meetings or **ONLINE** at <http://www.yukonps.com/> On the top menu, click on District Office and then Helping Hand Volunteer Service. Fill out and save the completed packet and email to helping.hands@yukonps.com OR give to your school office OR bring to the Helping Hand Office at Yukon Schools Administration Building, 600 Maple, Yukon, OK 73099 (405)-354-3716

Mission Statement & Purpose

- Helping Hands are dedicated to the belief that all children in our community should reach their maximum educational potential. We understand children respond and benefit from individual and small group instruction, evaluation and guidance.
- We acknowledge some of each teacher's day is spent performing non-teaching duties. We also realize the need to free the teacher from these duties in order to allow planning and working toward a student's individual learning.
- We realize by providing Helping Hand Volunteers to the school, it will be possible for teachers to use more variety in structuring classroom activities, which may result in meaningful learning experiences not possible otherwise.
- We acknowledge that by extending a "Helping Hand" to a teacher, many frustrations are resolved. Many otherwise impossible situations become feasible with extra interest and help.
- We realize that when citizens become involved in the actual educational process of a school day, either as a Helping Hand Volunteer, Miller Mentor, Watch Dog Dad, or a field trip sponsor, it builds better understanding of our schools and programs. It stimulates widespread support for public education.



Yukon School District Volunteer, Watch Dog Dad, or Miller Mentor Application

Name: _____
Last First Middle

Address: _____

Phone: Home # _____ Cell # _____ Work # _____

Email: _____

VERY IMPORTANT– Please write the number of years in Volunteer Service to Yukon Public Schools Helping Hand Program **(Include this year)** _____

School(s) you wish to work with: _____

THE BEST DAY AND TIME FOR ME TO WORK IS:

Check any specific roles in which you might be interested in serving.

Academics

- Teacher / Classroom Support
- Tutoring / Small Groups
- Clerical / Copying, Collating
- Library / Computer Labs
- Hearing & Vision Screening

Extra-Curricular Activities

- Team Volunteer
- Club / Band Booster
- Parent / Teacher Groups

Mentoring

- Miller Mentor
- Watch Dog Dad

Class Activities

- Plan Class Events / Homeroom Parent

School / Community Events

- Family / School Carnivals
- Cafeteria Thanksgiving Servers
- Museum tours
- Field Trip Chaperone
- Run / Walk Events
- Back To School Night
- Project Graduation

School Hospitality

- Assisting with Arrival / Dismissal
- Open House
- Performance Nights
- Book Fairs / Library
- Parent / Teacher Conference
- Other School Events

COORDINATORS USE ONLY:
Volunteer Assigned To:
Day & Time:



Yukon Public Schools Volunteer Program Agreement

YPS Helping Hand volunteers have been an integral part of the school district since 1969. The basic tenet of Yukon schools Volunteer program is to open the doors of our schools to parent and community involvement in helping our students to succeed academically.

A Helping Hand Volunteer is any parent or person in the community who provides uncompensated service to Yukon Public School district. Volunteers may assist a teacher with tutoring students, chaperoning a field trip or school sponsored activity or assisting staff members within the school building.

A visitor is a parent or person in the community that may visit the school to speak to a classroom about a subject or present an assembly to the entire school. Visitors are always under the supervision of a Yukon School employee. Parents attending a special event at school or attending a field trip are considered visitors unless they are to supervise students.

All volunteers must receive orientation / training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around students, the principal or the teacher will refuse the volunteer's services and notify the superintendent or designee immediately. Volunteers will work under the direction and supervision of district and building staff. The board, superintendent, principal or designee may decline or terminate the services of a volunteer. The following rules apply to all Yukon School volunteers:

1. A criminal background check shall be performed for each volunteer who has regular and frequent contact with students; unsupervised or one-on-one contact with students; or serves in a supervisory role. All information collected regarding volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Volunteers will be required to provide a copy of a state or government issued photo ID.
2. Yukon School volunteers will follow all policies, procedures, and other rules established in the district and applicable by laws.
3. Yukon School volunteers must sign in and out of the office when entering or leaving the school and wear the appropriate identification badge. Volunteers must sign in on the volunteer time sheet.
4. Yukon School volunteers must follow appropriate dress code applicable to the staff and students.
5. Yukon School volunteers will not transport students.
6. Yukon School volunteers will not have access to student education records and will sign confidentiality agreement.

Yukon Public Schools Volunteer Program Agreement Continued:

7. Yukon School volunteers will not photograph or video tape students unless authorized by the building principal or designee.
8. Yukon School volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
9. Yukon School volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
10. Yukon School volunteers will use universal precaution to avoid contact with bodily fluids.
11. Yukon School volunteers will use only adult designated restrooms.
12. Yukon School volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
13. Yukon School volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
14. Yukon School volunteers will not search students or student property.
15. Yukon School volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
16. Yukon School volunteers must report suspected abuse to an administrator or faculty member.
17. Yukon Schools will provide appropriate training for all Yukon Schools Helping Hand Volunteers, Miller Mentors & Watch Dog Dads.

I _____, have read and agree to abide by the above rules. Further, I authorize Yukon Public School District to conduct a criminal background check and I agree to submit additional information, assisting in obtaining the background check.

Date: _____ Signature: _____





**Yukon Public Schools Helping Hand Volunteer
Miller Mentor & Watch Dog Dad Volunteer Confidentiality Agreement**

I understand that in the course of my volunteer time with the Yukon Public School District, I may become aware of confidential information about specific students or staff. This information may include such information as students' academic performance, behavior, disabilities and related matters. I understand and agree that I will NOT disclose such confidential information except to school employees who have a need to know.

Yukon Public Schools Volunteer's Signature

Please Print First and Last Name

Date Signed



SCHOOL

For H.H. Office Use Only

Yukon Public Schools Volunteer Application Criminal Background Check

After filling out information, save a copy to your hard drive and email back as an attachment to: helping.hands@yukonps.com OR turn into your school office OR bring to the Helping Hand Volunteer Office, YPS Administration Building - 600 Maple, Yukon, OK, 73099

Please type or print plainly in ink below.

Last First Full Middle Name

Maiden Name (If Applicable):

Any other names or aliases:

Date of birth: SSN: Phone:

Current address: How long?

City: State: ZIP Code:

Current email address:

Height: Weight: Hair Color: Eye Color:

Sex: Race: Birthplace: Citizenship:

Previous Addresses

Street address:

City, State, Zip: How long?

Street address:

City, State, Zip: How long?

Include a current copy of a Federal, State, or Government Issued Photo ID

[Large empty box for photo ID attachment]

Commitment to Confidentiality

Yukon Public Schools will require a background check on all persons participating in volunteer activities with our District. This includes, but is not limited to, YPS Volunteers, Mentors, Field Trip Sponsors, Parent / Teacher Organizations, Booster Clubs and Watch Dog Dads. While background check information is public information, Yukon Public Schools will maintain strict confidentiality of the information collected as a result of the background check process. Information will be shared only with those who have a need to know. In the event a third party must be used to complete the background check, Yukon Public Schools will comply with the Fair Credit Reporting Act. See the other side of this form for background check criteria and regulation.

Signature

I hereby authorize Yukon Public Schools to use the information I have provided to conduct a background check. I also understand I am obligated to notify Yukon Public Schools of any criminal arrest or offense that occurs after the initial date of this background check. I also understand that should the application to volunteer be declined, I have the right to be informed of the information used to reach that decision.

Signature of applicant: Date:

Student _____ Teacher _____ Grade _____



Yukon Public Schools Volunteer Background Check Regulation

Yukon Public Schools will require a background check on all parents, guardians or other responsible person for a child's well-being while volunteering for a school function or trip. This includes but is not limited to YPS Volunteers, Mentors, Field Trip Sponsors, and Parent/Teacher and Booster Club members. **All background checks are required to be turned in to your school a minimum of two weeks, prior to the event, to allow time for processing.**

Background check information is public record, but because of the sensitivity of the materials and the confidentiality of the person's identity information, Failed Background Checks will only be discussed with the applicant who filled out the background check form and the Principal / Designee of the school that the applicant wishes to volunteer.

Confidentiality

All filled out background checks are to be kept in a safe, secure, locked cabinet.

Criteria for Yukon Public School Volunteer Background Checks

When evaluating volunteer criminal background checks, **if the following charges appear on a volunteer's background check, the volunteer will NOT be permitted to volunteer in our schools.**

Volunteer criminal background checks are evaluated on charges filed, not disposition of the charges.

1. **Felony charge within the last 10 years**
2. **Drug charge (felony or misdemeanor) within the last 10 years**
3. **Battery charges within the last 10 years**
4. **Child abuse or neglect charge within the last 10 years**
5. **Theft charge within the last 7 years (typically a felony)**
6. **Two or more DUIs or alcohol related charges within the last 5 years**
7. **Any charge currently pending**
8. **Any misrepresentation on the volunteer request**
9. **Any other charge not mentioned above, but determined to be a risk to the staff and / or students**
10. **Any listing on a currently accessed state and national Sex Offender Registry**

Volunteer criminal background checks are evaluated and are valid for 3 years. After 3 years, volunteers will be required to complete a new volunteer request form and the status as a volunteer will be reconsidered.

If a volunteer is not permitted to volunteer in our schools due to pending charges, at the time the pending charges are resolved, the volunteer's status will be re-evaluated.

The following are a few examples, not an inclusive list, when a volunteer criminal background check is required.

Volunteer criminal background checks ARE required for:

Volunteering and assisting school faculty and staff in the classroom or school building

Volunteer criminal background checks are NOT required for:

Attending Meet the Teacher Nights, Parent Teacher Conference, Muffins for Moms, Donuts with Dads, etc.

Attending extracurricular or other school sponsored events as a spectator: i.e. music programs, etc.

Attending school book fair

