

Livingstone Range School Division No. 68
Curricular Volunteer Registration Form
(Administrative Procedure 440)

Livingstone Range School Division No. 68 greatly appreciates the services of all of its volunteers. In order to ensure the safety of students, the Division believes that all volunteers need to be registered.

School Year: _____ Activities: _____

School: _____

Surname: _____ Given Names: _____

Address: _____ Postal Code: _____

Telephone Numbers Home: _____ Work: _____ Cell: _____

Email Address: _____

Please list any children or grandchildren registered in the above school.

A. Volunteer Security Disclosure

Have you ever been charged or convicted of an offence under the Criminal Code, Narcotic Control Act, Food and Drug Act, or Firearms Act of Canada, or the criminal laws of any other country? Yes No

If you have had a pardon, please explain.

Have you ever been the subject of an investigation or order under the Child Welfare Act of Alberta or equivalent legislation in any other province or country? Yes No
(If you answer "Yes" to this question, you must submit a current Child Welfare Statement along with this form.)

Are there any conditions which might cause concern regarding your suitability as a volunteer? Yes No

If the answer to any of the above questions is "Yes", provide details including dates, depositions, and any other pertinent information if you still wish to be considered a volunteer.

As a volunteer, we would like to advise you of the following conditions:

- 1) That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, volunteers and staff is honored.
- 2) That any information collected, used, generated and stored by Livingstone Range School Division No. 68 including student, instructional, financial or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
- 3) That you may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the teacher or principal.
- 4) That you must notify the principal of any new criminal charges at the time the charge is made.
- 5) That the teaching and administration staffs are responsible for student learning and discipline.
- 6) That as a volunteer you can assist in enhancing the learning environment by working cooperatively with the school team.
- 7) That you, as a volunteer, are responsible to the Principal or teacher for all actions relating to students. You shall not:
 - a) diagnose educational needs of students;
 - b) prescribe or administer behavioral remediation;
 - c) evaluate the results of instruction;
 - d) carry out any instructional responsibilities unless under the direct supervision of a teacher;
 - e) disclose information about a student(s) or staff member(s) except through a teacher or administrator.
- 8) Failure to comply with these conditions or Livingstone Range School Division No. 68 policies and procedures may result in termination of your position as a volunteer.
- 9) This form and a copy of your Police Information Check with Vulnerable Sector Check will be kept on file indefinitely as per Administrative Procedure 180.

By signing this Volunteer Registration Form I am agreeing to the conditions outlined above, as well as verifying that all information provided is accurate.

Signature: _____ Date: _____

B.

1. Please list at least two references with whom the school may check:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

2. Yes No I have submitted a Police Information Check with a Vulnerable Sector Screening Check.