

Parkside Elementary
Volunteer Questionnaire for 2021-2022 School Year
(Please return this form to your child's teacher or the office)

We are excited about the new school year, and Parkside can use your help! Please join us by getting involved and helping to make Parkside a great experience for your child. If you have an interest in volunteering, please complete this form and return it to your child's teacher as soon as possible. Expressing a willingness to help does not mean that you will automatically be signed up. Our Parent Volunteer Coordinator will contact you to verify your continued interest and your availability. Thank you for your willingness to help!

Family Information:

Your Name: First _____ Last _____

Address: _____

Phone: home _____ cell _____ work _____

Email address: _____

Best time to call: _____

Days/Times available to volunteer: M T W Th F _____

Scheduling info: Stay at home parent _____ I have younger children at home _____ I work outside the home _____

Children at Parkside:

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Volunteering Opportunities – Please check off any you are interested in helping with:

*All volunteers or chaperones in the BHM district supervising students or being responsible for them during school hours will be required to have a criminal background check through the school district. Please stop into the Parkside Elementary Office at any time during regular office hours to pick up a background check application form. The cost of this background check is currently \$14.00 and is paid by the person requesting to volunteer in the BHM district. If you have questions, please contact the Parkside office at 763.682.8500.

You DO NOT need a background check for:

_____ Working on projects at home from teacher

_____ Conference Meals (providing meal items)

The following volunteering positions DO require a district background check on file:

_____ Hearing & Vision Screening help

_____ Lunch Room PIN# help (1st two weeks of school)

_____ Student Picture Day – Thursday, September 16

_____ Picture Re-take Day – Tuesday, October 26

_____ Serving /helping-for various school activities (serving on special lunch days, etc.)

_____ School Picnic/All school party (helping at an event station)

_____ **YES!** I have completed
a background check through
the school district.

These also need background check completed:

_____ Track & Field Day volunteers (this is set up through the PhyEd teacher)

_____ Classroom help & field trip chaperones (these are set up through the classroom teachers – please contact them directly)

Office Use Only:

Completed _____ yes
_____ no



Volunteer Confidentiality Statement

Buffalo-Hanover-Montrose Data Privacy

Most of the data school employees know or create about students is private data and includes academic, personal, attendance, medical, disability, special education and disciplinary information. Logically it is in these areas where breaches of data privacy occur. A good rule of thumb is to remember that almost all information on a student kept by school employees in any form is subject to federal and state data privacy laws. School district employees are bound by data privacy laws regarding student records at all times including at the employee's work site, other district sites, and in the community.

To avoid data privacy violations, it is important to remember that private educational data can only be shared with staff members who have a "professional need to know". Good practice would be to refuse to discuss a particular student with any other student or with parents/guardians other than his/her own. Violations of data privacy laws may result in criminal penalties, civil penalties, and/or disciplinary action related to employment.

Confidentiality Statement – please sign:

I hereby agree to regard all information received in the performance of my volunteer work for Buffalo-Hanover-Montrose Schools as confidential.

I understand that Buffalo-Hanover-Montrose Schools respects its students, staff, and volunteer's rights with regard to privacy of information and I agree to respect these rights in the performance of my volunteer duties and to keep "professional" confidentiality in all my statements outside the school district.

Volunteer Signature

Date

Volunteer Coordinator

Date