



2017-2018 School Year

Chaperone, Volunteer, and Visitor Letter

In order to chaperone, volunteer at school, or visit your student(s) at Fitness Break, Lunch or in the classroom the following procedures have been put in place by the School Board of Kenosha Unified School District.

The following forms must be on file:

1. Criminal Information Records Check Permission Form (**stays on file for 5 years, we will send home form if it needs renewal.**)
2. Kenosha Unified School District Non-Employee Chaperone Policy Acknowledgement (**Needs to be signed annually.**)

A criminal background check takes 3 weeks to be approved by KUSD Department of Human Resources. You cannot be considered for any chaperone lottery or volunteer service until you have been approved.

KUSD employees please sign only the Acknowledgement form along with a memo stating that you are a KUSD employee and where you are assigned.

Please Note: You are NOT REQUIRED to turn in a Criminal Information Records Check and Chaperone/Volunteer Acknowledgement into the office UNLESS you would like to chaperone, volunteer at school or visit. School Board Policy requires that we have these approved and on file for any non-KUSD employees who are given permission to be in our building at any time during the school day.

This is to ensure the safety of all staff and students.



**Kenosha Unified
School District**

Non-Employee Chaperone Policy Acknowledgment

By acting as a chaperone, I, _____ understand and expressly agree that:

- A. I will abide by the provisions of the Kenosha Unified School District Chaperone Requirements & Expectations Policy;
- B. During my time as a chaperone, I understand and agree I am subject to all board policies and district policies and procedures; and
- C. A failure to follow the provisions of the Kenosha Unified School District Chaperone Requirements & Expectations Policy and all other applicable district policies and procedures will result in having my services for the trip terminated immediately.

Chaperone name: _____

Signature: _____

Date: _____



Criminal Information Records Check Permission Form

Kenosha Unified School District
 Office of Human Resources
 3600 52nd Street
 Kenosha, WI 53144

Phone: (262) 359-6333
 Fax: (262) 359-6116
 Email: personnel@kUSD.edu
 Website: www.kUSD.edu

I, the undersigned, agree to permit the Kenosha Unified School District to perform a Criminal Information Records Check. I understand that my appointment to a position, my ability to participate as a District volunteer/chaperone, and/or my agreement to perform services as an Independent Contractor in the District will depend upon the results of the Criminal Information Records Check, in accordance with the Kenosha Unified School District Board Policy and the Office of Human Resources. I also understand that the District will not be responsible for any loss or damage to my personal property.

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by the District. I understand that I have rights under the Fair Credit Reporting Act and that the Summary of Rights can be found at www.consumerfinance.gov/learnmore.

Last Name		First Name		Middle Name	
Aliases / Maiden Name / Other Names Used (if applicable)				Date of Birth	
Email				Social Security Number	
Current Mailing Address		City	State	Zip Code	
Name of Student Whose Class You Will Be Volunteering / Chaperoning in (if applicable)				Location / School	
Signature				Today's Date	

The Kenosha Unified School Districts' Board of Education Policy 4332 reads in part:

"A criminal background check shall be conducted for all persons recommended for employment as administrators, teachers, other certified employees, substitute teachers, and all other non-certified employees, including but not limited to substitutes, service employees, educational assistants, secretarial/clerical staff, educational interpreters, carpenters/painters, part-time/temporary, miscellaneous, advisors and coaching assignments.

Likewise, a criminal background check shall be conducted on any persons who have District approved access to children in supervised or unsupervised settings before they will be allowed to come into contact with students. This includes, but is not limited to, chaperones, volunteers, tutors, mentors and independent contractors. A background check may be conducted on board- or administration-appointed standing committee or ad-hoc committee members who may come into contact with students in supervised or unsupervised settings."

The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity or employment in the District. The Superintendent of Schools/designee (262) 359-6320 addresses questions regarding student discrimination and the Director of Human Resources (262) 359-6333 addresses questions regarding staff discrimination.

HUMAN RESOURCES USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Human Resources Signature	Date
Notes			