

**TO BE COMPLETED UPON INITIAL SERVICE AND ANNUALLY
INFORMATION FORM AND WAIVER LIABILITY FOR UNPAID POSITIONS**

Only one form needs to be completed by a volunteer/intern/student teacher each school year.

Please print clearly in ink:

Information Form

Name: _____
Last First Middle Telephone

Address: _____
Street City Zip Code

Date of Birth: _____

Personal Physician: _____

Phone: _____

Emergency adult contact: _____ Phone: _____

Are you now or have you ever been a school volunteer? _____

At which school? _____ Year? _____

The name of any child or ward attending this school: _____

Check One: Tier I Volunteer

Tier II Volunteer (You will be subject to a criminal background investigation)

Criminal Conviction Information:

Are you a registered sex offender? _____

Have you ever been convicted of a crime? _____

If you answered yes, list all offenses:

Offense(s): _____

Date(s): _____

Place(s): _____

Tuberculosis Screening:

Tuberculosis Screening – Volunteers will be subject to “target testing” for tuberculosis. Target testing is the process of requiring a Mantoux test for any volunteers who have any of the following risk factors:

- were born in a high risk country as per the Connecticut State Department of Health and do not have a record of tuberculosis skin test performed in the United States;

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Form A

(continued)

Information Form and Waiver of Liability for Unpaid Positions

Waiver of Liability (continued)

- have traveled to a high risk country as per the Connecticut State Department of Health since their last medical examination;
- have extensive contact with persons who have recently come to the United States from a high risk country as per the Connecticut State Department of Health;
- have contact with person(s) suspected of having tuberculosis;
- have been living in a homeless shelter; and/or
- have HIV infection.

Do you have any of the above risk factors? Yes No

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers/interns/student teachers for the School District. The purpose of this waiver is to provide notice to prospective personnel that they do not have insurance coverage by the School District and to document the personnel's acknowledgment that they are providing service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless these people from civil liability in most situations as long as the person is approved by the board of education to carry out a duty prescribed by the board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for you for any loss, injuries, illness, or death resulting from your unpaid service to the School District.

2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of your supervised or unsupervised service to the School District, agree to waive any and all claims against the Town of Brookfield and the Brookfield Public School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of your supervised or unsupervised service to the School District.

Date: _____ Signature: _____

Printed Name: _____

For School Use Only

General description of assignment(s):

- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office

other _____

Name of supervising staff member: _____

"Sex offender list" checked by _____ on _____ (mandatory).

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Form A

(continued)

Information Form and Waiver of Liability for Unpaid Positions

Waiver of Liability (continued)

Criminal Background Check

- the date on which the check was requested? _____
- the date on which it was received and reviewed. _____

Reviewed by: _____

Signature Date

Tier I and Tier II Explanation:

Tier I

Volunteers will be classified in Tier I when they engage in activities in the presence of a District employee. (Background checks will not be required of Tier I volunteers.) Tier I volunteers are those who engage in the activities listed below:

- assisting in a classroom, cafeteria, or library when a staff member is present
- accompanying a class on a field trip during the school day with a teacher
- helping in the school office during regular school hours
- assisting in the cafeteria or library during regular school hours
- extra-curricular events, i.e., dances, fairs, open house, etc.

Tier II

Volunteers will be classified in Tier II when they provide services to students when not in the direct presence of a District employee. Tier II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Tier II volunteers are those who engage in the activities listed below:

- accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time
- chaperoning an overnight field trip
- working in direct contact with students without the direct presence of a District employee
- coaches (other than CIAC certified)
- advisors

Revised and Approved: 9/7/16

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut