



# ALLEN PARK PUBLIC SCHOOLS

*an uncompromising commitment to excellence*

## **Riley Education Center**

9601 Vine, Allen Park, MI 48101

ph (313) 827-2150 • fx (313) 827-2151

darga@appublicschools.com

Michael H. Darga  
Superintendent of Schools

## **RE: Non-Employment Background Checks (Volunteers)**

Dear Parents, Guardians and School Volunteers:

The Allen Park Public School District is privileged to have the continuous support of our parent/guardian volunteers, as well as the support of our PTA/PTSA organizations. It is with sincere gratitude and appreciation that we welcome the support of volunteers; however, in order to ensure the safety and security of our students and staff at each building, district volunteers who work with students on a regular basis, serve as field trip chaperones or any other one-on-one student interaction without a teacher or staff member present, shall be screened annually through the Internet Criminal History Access Tool (ICHAT), the Offender Tracking Information System (OTIS), and the Sex Offender Registry (SOR).

It is also important to remind all volunteers that they shall agree to abide by all Board Policies and District Guidelines while on duty as a volunteer. This includes, but is not limited to, following the sign-in procedures established at each building, wearing proper identification while volunteering, reporting all behavior concerns to the classroom teacher and/or building principal, and refraining from disciplining or touching students in a corrective manner.

Please keep in mind that maintaining confidentiality of each student is critical as information learned or observed is not to be shared outside of the classroom teacher or building principal. Volunteers should not share information about students with other parents or community members, and should not approach other families to report about how their student is “doing” in class. In addition, volunteers are expected to maintain a positive social media presence related to the school and district.

If you desire to serve as a volunteer in Allen Park Public Schools, please complete the “Volunteer Background Check Authorization Form” and return to your school building office or the Human Resources Department at the Riley Education Center. Please note that a new form must be completed each school year.

Thank you again for your support and willingness to serve as a volunteer with Allen Park Public Schools!

Sincerely,

Michael H. Darga  
Superintendent of Schools

### **Allen Park Board of Education**

Gordon Miller, President • Guy DesJardins, Vice President Operations • Paul Klenczar, Vice President Human Resources  
Julie Sheppard, Vice President Teaching & Learning • Rick Moynihan, Vice President Extracurricular Issues  
Janine Hall, Secretary • Margaret Marten, Treasurer