



CONFIDENTIAL

Basehor-Linwood Returning Mentors Rescreening Form

Name _____

Last

First

Middle

Maiden Name _____

Driver's License # _____ State _____

Birth Date ____/____/____ (MM / DD / YYYY) Social Security ____/____/____

Current Address _____ City _____ State _____

Zip _____ How long at current address? ____ Years ____ Months

Marital Status: Single Married Divorced Widowed

Place of Employment _____ How Long? _____

Occupation _____

City _____ State _____ Zip _____

Preference of Teacher, Grade and School:

1) _____ 2) _____

My children attend which school(s) and have these teacher(s):

1) _____ 2) _____ 3) _____

Preference of Volunteer Service - please circle: M - T - W - TH- F Morning? Noon? Afternoon?

Emergency contact: _____ Phone: _____

Have you ever had a conviction, suspended sentence, diversion agreement or other judgment against you for any matter listed below? Your answers should include any matter resolved on a plea of guilty or nolo contendere (no contest) and any matter expunged, annulled or sealed.

- 1) Any felony or misdemeanor? Yes No
- 2) Any municipal ordinance violation? Yes No
- 3) Any DUI/DWI? Yes No
- 4) Is your driver's license currently suspended? Yes No
- 5) Are any felony, misdemeanor or municipal charges currently pending against you or are you currently out on bail or on your own recognizance awaiting trial? Yes No
- 6) Have there ever been allegations, complaints or reports regarding your involvement in child abuse or neglect (regardless of whether the incident was confirmed or denied)? Yes No

If yes to any of the above, please provide date, description and explanation of each incident on separate paper.

Applicant's Authorization and Agreement

I understand that any omissions or misstatements made by me on this application may be cause for my application to be declined or volunteer placement to be terminated.

I understand that all information, including driver's license, criminal background and child abuse/neglect records and sex offender registry, will be verified and may be disclosed to Basehor-Linwood Mentors, and hereby consent to such verification and disclosure. I declare that all the statements I have made on this application are true, correct and complete to the best of my knowledge. I give permission to be rescreened every three years per district policy.

I understand that Basehor-Linwood Mentors at their sole and complete discretion, may accept or decline this application without providing me any reasons for the decision.

Applicant's
Signature _____ Date _____

*Please return completed application, signed and dated, to **Basehor-Linwood Mentors** director:*

Tammy Potts (or please give to your school secretary for delivery to Mrs. Potts at BLHS)

2108 North 155th Street Basehor, Ks 66007

913-724-1727 ext. 2432 or 913-662-7057 tpotts@usd458.org

Standards of Conduct for Basehor-Linwood Mentors and Care Cats

All Mentors and CareCat Mentors are asked to read and sign:

I understand that I am beginning length of service as a Mentor and/or CareCat Mentor, (with the standard minimum commitment of at least a year).

I understand this means mandatory complete rescreening every two to three years as an Adult Mentor. I understand that it is my responsibility as a Mentor and/or Care Cat to stay in communication and notify District Coordinator of any schedule or placement changes if needed. Unless notified, District Coordinator will contact annually to schedule as active volunteer, and monitor match through the year. I understand that a Mentor and Mentee match should make an annual commitment with intentions to strive for long-term commitment.

- **Sign in and out properly at each school visit.**
- **Wear USD 458 identification at school.**
- **Keep all student information confidential.** Unless abuse or neglect is suspected then immediately report these concerns to the program director.
- Telephone or email the school secretary and placement teacher that you will be absent (Contact information is are on the USD 458 school website, under each school's staff).
- Remember that all Basehor-Linwood Mentors and CareCats activities are school-based and on school-grounds during the regular school or extended day; any district exceptions must have written parent permission prior to final approval by principal and district coordinator.

Do's:

- Dress appropriately, BUSINESS CASUAL, and speak in a manner conducive of a role model; you are setting an example.

- Remember that there is a ONE minute attention span per year of life, according to MENTOR studies.(For example,the average 6-year-old kindergartener has about a 6 minute attention span, etc)
- Support teachers and their ideas; be respectful.
- Exhibit behavior supportive of all ethnic/racial groups.
Consult with the teacher, principal or program director if problems occur.
- Volunteers should minimize physical contact with students and avoid the “strike zone” (from shoulders to knees). Interact with students in public areas with others present.
- Limit physical contact to accepted gesture of greeting, guidance and praise, such as shaking hands, high fives or side hugs given only after student permission.
- **All Mentors and CareCats have a duty to report any suspected abuse or neglect. If your student mentee tells you something that makes you suspect that he or she is in a harmful situation, being mistreated or endangering others, you are required to report this immediately to the the program director, principal, teacher, and/or building secretary in the front office.**
- If the placement teacher, principal and coordinator approves - the volunteer can participate in a student goal/reward system (bringing and sharing a Mentor/ Mentee lunch, etc, or with written parent permission, participating in a special activity.

Don'ts:

- No sexual or romantic advance, contact or relationship is allowed, even if apparently “consensual” or initiated by a student; including any inappropriate communication through text, social networks/internet sites, email or telephone.
- No use of profanity or exhibiting displays of violence or threats of violence in the presence of students. Weapons are not allowed on school grounds.
- No illegal activities with students, including, but not limited to providing alcohol, tobacco or drugs to students.

- Volunteers should not persuade students on religious or political matters.
- Volunteers are to avoid giving expensive gifts or lending money to students.
- Volunteers do not make negative comments to others about the children or teachers; and should always uphold confidentiality.
- Volunteers may not transport students; any exceptions must follow school district guidelines and have principal and/or district coordinator advance approval.
- Avoid use of cell phones in placement school, avoid texting (especially while driving to or from placement), and avoid taking pictures of any students without confirming FERPA privacy release consent thru school staff.
- No earbuds in ears or around neck in sight (Ipod, etc).
Your mentee deserves your full attention.

I, _____

Print name above

I have read the above and agree to follow these standards.

Signature please _____

Date: _____