

GULF SHORES CITY SCHOOLS
VOLUNTEER APPLICATION PACKET

PLEASE COMPLETE IF:

- You will or may be alone with students during the day without GSCS employee supervision (i.e. coaches, volunteering teachers, regularly scheduled volunteers, etc.)

DO NOT COMPLETE IF:

- If you will not be alone with students during the day (i.e. parents/chaperones attending school functions/ field trips, maintenance volunteers, teacher volunteers that will not be in classroom (making copies in work room), etc...
- If you have current substitute license or teaching certificate, you will not need to complete the Fingerprint Clearance. Only complete the Volunteer Application.

If you have a unique circumstance that is not listed, please feel free to call the central office at 251-968-9873 for guidance.

1. Complete the Volunteer Application. (Must be 21 years of age.)
 2. **Fingerprint Clearance** (Note: This step is NOT required for applicants who have an active Alabama teacher's certificate or who have previously been fingerprinted by another school district in Alabama or the Alabama State Department of Education.
 - A. Applicants must register online at https://pci.aps.gemalto.com/alperlpub/registration_edu_pci.pl or by phone (866-989-9316).
 - B. Registration at the site is now allowed.
 - C. Fingerprint fee is \$50.25. (\$58.25 for out of state – see instructions online.)
 - D. Applicants can pay online by using a debit or credit card.
 - E. Applicants may pay at the site with a money order or cashier's check made payable to Cogent Systems.
 - F. Cash, credit cards, debit cards or business/personal checks are NOT accepted at the fingerprinting site.
 - G. Applicants must bring a valid form of identification.
 - H. Check **type as Classified** when registering online for fingerprints.
 - I. Fingerprints may take a week or longer to clear.
- Site Locations
Gulf South Resources,
Inc 410 E Laurel Ave
Foley, AL 36535
3. Copy of Driver's License and Social Security Card must be submitted.
 4. Tuberculosis Statement.
 5. Drug Free Workplace Form.

Submit all documents to:

Gulf Shores City Schools
300 East 16th Ave
Gulf Shores, AL 36542

August 2019

**Gulf Shores City Schools 300 East
16th Ave
Gulf Shores, AL 36547**

VOLUNTEER APPLICATION

Application Type: _____(VOLUNTEER)

Personal Information:

Social Security No. : _____ - _____ - _____

Name _____
Last First Middle Maiden Suffix

Present Address _____
Street City State Zip

Telephone _____ **Alternative Telephone** _____ **E-Mail:** _____

DATA FOR AFFIRMATIVE ACTION (optional): Date of Birth _____ Sex: Male _____ Female _____
Ethnicity: White Non-Hispanic _____ Black Non-Hispanic _____ Hispanic _____ Asian/Pacific Islander _____
American/Alaskan Native _____

EDUCATIONAL BACKGROUND: High school _____ Diploma _____ GED _____
College of University: _____ Date of Graduation: _____ Degree Held: _____

ADDITIONAL INFORMATION

Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?
Yes _____ No _____. If you answer "yes" please provide details of conviction including date and place of conviction. A "yes" answer will not automatically result in a non-issuance but may result in a request for additional information.

AGREEMENT:

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of the facts shall be sufficient cause for the disqualification of this application. Furthermore, it is understood that this application and records become the property of the Gulf Shores City School System, which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the district. I hereby authorize the district to conduct work history, personal references or police record inquiries to determine my acceptability.

Signature of Applicant

Date

TUBERCULOSIS STATEMENT

GULF SHORES CITY BOARD OF EDUCATION

300 East 16th Ave

P. O. Box 3608

Gulf Shores, AL 36547

Do you currently have infectious tuberculosis: _____ Yes _____ No

Have you ever had infectious tuberculosis: _____ Yes _____ No

By signing below, you are certifying the above information is true, accurate and complete to the best of your knowledge.

SIGNATURE

DATE

PRINTED NAME

SOCIAL SECURITY NUMBER

**GULF SHORES CITY BOARD OF EDUCATION POLICY
INFORMATON ON THE DRUG-FREE WORKPLACE ACT
OF 1988**

Federal Law, Board Policy Demand a Drug-Free Workplace

This form is provided to all employees in an effort to promote an awareness of drug-free workplace legislation and Gulf Shores City Board of Education regulations dealing with a drug/alcohol-free workplace.

The use, possession, or distribution of drugs or alcohol, and/or being under the influence of drugs or alcohol in the workplace is a violation of Board policy. These prohibited activities adversely affect health, safety and productivity, as well as public confidence and trust. Drug or alcohol use in the workplace interferes with the ability of workers to meet satisfactorily the requirements of their jobs. It reduces the employee's dependability, efficiency, and safe performance of job responsibilities and can affect negatively an entire organization.

Policy #672 Statement

In order to protect the health, welfare and safety of students, no school employee will dispense or in any way transfer possession of alcohol or any illegal drug while on school premises, including school vehicles, or at any school-planned activity. Further, no school employee will be under the influence of alcohol, possess, or be under the influence of any illegal drug while on school premises, including school vehicles or at any school-planned activity. Violation of this policy provision will result in suspension or dismissal of the employee.

The Drug-Free Workplace Act of 1988

The Drug-Free Workplace Act of 1988 is part of Public Law 100-690, which is designed to deal comprehensively with the nation's problem of drug abuse. The Act, which became effective March 18, 1989, requires that contractors and grantees of federal agencies certify that they will provide a drug-free workplace. Each federal grantee is required to make such a certification before receiving a contract or grant from a federal agency. The penalty to the Board of Education for noncompliance can be as severe as the loss of federal grants for a period of five years. The requirements of the Act affect the Board of Education in that the Board is a federal grantee receiving direct funds for the programs such as Chapter I, Chapter II, Drug-Free Schools and Communities, Vocational Education, Handicapped Early Education, Dropout Preventions, and others.

**ACKNOWLEDGMENT OF RECEIPT
GULF SHORES CITY BOARD OF EDUCATION POLICY
INFORMATION ON THE DRUG-FREE WORKPLACE ACT OF 1988
(P.L. 100-690)
Effective March 18, 1989**

TO THE EMPLOYEE:

I, _____, (last 4 digits of SSN) _____ an employee of the Gulf Shores City Board of Education, hereby certify that I have received a copy of the Board's policy statement regarding the maintenance of a drug-free workplace. I realize that the manufacture, distribution, possession, or use of a controlled substance is prohibited on the Board's premises and violation of this policy can subject me to the disciplinary action, including termination of employment. I realize that as a condition of employment by the Board, a federal grantee, I must abide by the terms of this policy and will notify the Gulf Shores City Board of Education of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. I understand that the use of drugs or alcohol and/or being under the influence of drugs or alcohol in the workplace is strictly prohibited by the rules of the Board of Education and that the penalty for violations may include termination of employment.

Signature

Date

BOARD POLICY

4.2.3 Illegal Drugs and Alcohol: The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.

- a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol;
 - 1. Students will be disciplined in accordance with the Board's Code of Student Conduct.
 - 2. Employees will be subject to adverse personnel action which may include termination.
 - 3. Other persons will be denied reentry to school property.
- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal or designee of violations of this policy.

4.2.4 Tobacco: The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes, and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.

- a. *Penalties for Violations* –
 - 1. Students who violate the tobacco prohibition will be disciplined in accordance with the Board's Code of Student Conduct.
 - 2. Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.
 - 3. Other persons who violate the tobacco prohibition may be denied reentry to school property.
- b. *Parental Notification* – Parents **and/or** guardians may be notified of actual or suspected violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct.
[Reference: ALA. Code §§16-1-24.1 (1975); ALA. Admin. Code §§290-3-1-.02(l)(b)]

4.2.5 Searches: Law enforcement agencies are permitted to make periodic visits to all schools **and school board property and school related events** to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent or designee and principal.
[Reference: ALA. Code §§16-1-24.1 (1975); ALA. Admin. Code §§290-3-1-.02 (l)(b)]

4.2.6 Drug and Alcohol Free Environment: All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function.
[Reference: ALA. Code §§16.1.24.1, 25-5-330(1975)]

4.2.7 Adoption of Statutory Penalties and Consequences: Persons who violate the Board's prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, readmission, and other provision set forth in ALA. Code §§16-1-24.1 and 24.3 (1975).