



# Warren Consolidated Schools

*Creating Dynamic Futures through Student Achievement, High Expectations, and Strong Relationships*

1.888.4WCS.KIDS

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## ADMINISTRATION BUILDING

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Dear Prospective Volunteer:

Thank you for supporting the success of Warren Consolidated Schools. Volunteers make all the difference!

The Michigan Legislature passed Public Acts 342 and 343 of 2012 that require coaches, employees, volunteers, and other adults who are involved with the athletic activities of children to receive training about the recognition, treatment, and management of concussions. The law considers athletic activities to be district athletic practices and competitions as well as P.E. curriculum. Warren Consolidated Schools goes one step further in defining an athletic activity, understanding that concussions may happen anywhere: on the playground, in the classroom or at a field trip. Because of this, all volunteers and employees of WCS are required to take an online concussion awareness course.

In addition to online training for concussion, volunteers must also become familiar with FERPA: Family Educational Rights and Privacy Act. FERPA protects the confidentiality of educational records. When you volunteer to help in classrooms, it is important to understand that information about the educational performance of students is legally protected. Taking an online training about FERPA will help you understand what information may not be shared with others.

To access the required training modules, please see the enclosed/attached information. If you do not have a computer at home, please let your principal know. He or she is able to connect you with a computer at school to complete the volunteer requirements. When you complete the modules, your name will be sent to us by the training company. When the Office of Human Resources receives your name, and sees that your background check will clear you to work in classrooms, we will notify your child's school that you are free to begin volunteering. Once you are cleared to volunteer, you do not need to repeat these trainings, even when you move to a different school in our district.

Be sure to complete the volunteer requirements at least two weeks before you plan to volunteer.

Thank you and have fun!

Jodi Duplay  
Human Resources Manager