



## Community Expert Agreement Form

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### ***Filled out by Student***

Student Name:

Telephone number:

Email address:

Student's Primary Capstone Supervisor (Site Coordinator or Crew Leader):

Telephone number:

Email address:

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### ***Filled out by Community Expert***

Name of Community Expert:

Address:

Telephone number:

Email address:

Employer Name:

Employer Address:

Employer Phone:

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## Community Expert & Student Responsibilities

### **Community Experts are expected to:**

- Be an adult outside of the student's family.
- Have planned communication with the student. The schedule will vary by project; some community experts might connect with their students weekly, while others will meet less frequently. Early on, the student and community expert should discuss time expectations and schedule these appointments.
- Comply with RFSD's policy regarding background checks for volunteers. (See background check screening questions below.)
- Maintain a professional relationship with the student.
- Assist the student by answering questions and offering guidance throughout the project process.
- Encourage academic rigor. Community experts know what professional standards look like in their field and feel comfortable offering feedback and pushing the student to produce high quality work.
- Recommend contacts and identify potential resources in the field. Community experts might allow students to shadow themselves on the job or recommend a "must read" book in their field.
- Contact the Site Coordinator if questions or concerns arise.
- Provide feedback on the final product.
- Complete a brief Community Expert Survey at the end of the school year.

As a community expert, I will supervise and support the work of the above student for his/her capstone. If I encounter any problems or have any concerns, I agree to contact the Site Coordinator (see contact information above). I have read this agreement and understand my responsibilities.

**Community Expert Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **STUDENTS are expected to:**

- Contact his/her community expert to reschedule a session if needed.
- Allow enough lead time when scheduling meetings or requesting additional support. Do not expect that community experts can or should meet at the last minute.
- Be prepared for meetings, which includes preparing questions, coming with information, etc.
- Ask his/her community expert for help as needed.
- Accept feedback from community experts who serve as the expert for the subject matter.
- Communicate any questions or concerns with the Site Coordinator.

I understand my responsibilities to my community expert for the capstone project.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Background Check Screen

RFSD Board policy requires background checks for all volunteers, including community experts, who meet with their students four or more times. Please complete the following questions to determine if you need to get a background check before serving as a community expert for the Capstones program.

**Have you been a Capstones community expert before?**                      Yes                      No

**Have you had a background check done by the Roaring Fork Schools before?**                      Yes                      No

**How many times will you and the student meet?**                      Will only communicate electronically  
Up to 3 times  
4 or more times

<b>NO BACKGROUND CHECK</b>	<b>FULL BACKGROUND CHECK</b>
Communicating electronically or meeting fewer than 4 times.	Meeting 4 or more times.

**I understand that, in accordance with RFSD's Volunteer Policy, after three meetings with the student, I will need to complete a background check before engaging in further meetings.**

Community Expert Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Background Check Information

If you need a background check according to the screen above, please complete the following steps:

1. Get a fingerprint card from the front office of the student's school.
2. Go to your local police station (details below) with a fingerprint card and your ID. Tell them you are a volunteer for the Roaring Fork Schools, and the district will be billed for the background check.
3. Return your completed fingerprint card to the school you picked it up from.

You will only be contacted if there is a concern.

## Police Stations

Basalt Police Department  
100 Elk Run Dr, # 115  
(970) 927-4316

Carbondale Police Department  
511 Colorado Ave # 911  
(970) 963-2662

Glenwood Springs Police Department  
101 W 8th St  
(970) 384-6500

Please contact Ashley Hathaway at (970) 384-6027 or [ahathaway@rfschools.com](mailto:ahathaway@rfschools.com) for more information about the fingerprint process.

## Confidentiality Agreement

A student has the right to expect that their respective educational records and information are kept confidential by all employees, student teachers, and individuals volunteering in the schools as outlined by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §1232), Colorado Revised Statutes [C.R.S. 24-72-204 (3)(e) (I-II)], and Board of Education policies (JRA-R; JRA/JRC-E-1).

In your role as a community expert, you may be exposed to student information simply by being present in a school. As a community expert for the Roaring Fork Schools, it is important that you assist us in protecting the privacy of our students. This includes refraining from sharing information regarding a student even with others who are genuinely interested in the student's welfare (e.g. family members, other parents, community members, social workers, scout leaders, clergy, or healthcare professionals, former teachers).

By signing below, you are acknowledging that you will maintain the confidentiality of any student information or record that you may be exposed to as a community expert. You understand and agree that your failure to maintain the confidentiality of all student educational records or information may lead to the discontinuation of your role in the Roaring Fork Schools.

Signature \_\_\_\_\_ Date \_\_\_\_\_