

Newmarket Elementary School

SEAN PINE
Principal

243 SO. MAIN ST.
NEWMARKET, NEW HAMPSHIRE 03857
TEL 659-2192 - 2276
FAX 659-4716

DEBORAH E. ROFFO
Assistant Principal

2016/2017

Dear Prospective Volunteer,

Thank you for your interest in volunteering at Newmarket Elementary School. We truly value and depend on the time and energy devoted to our school by volunteers, and we are very proud of our Blue Ribbon status with the New Hampshire Partners in Education. Every year approximately two hundred individuals volunteer at our school, contributing over 10,000 hours of service.

In our endeavor to maintain a safe and quality volunteer program, we will be submitting a criminal records check on each volunteer. The Newmarket Police Department will be processing them. We would ask that you fill out the following sheets and send them back to the school office by September 25th. The next opportunity to submit criminal records check will not be until January.

If you had a criminal records check done for the volunteer program last year, it is not necessary to do it again. However, be sure to complete the volunteer survey and confidentiality/background information sheet.

Thank you for your attention to this matter, and again thank you for your continued support.

Sincerely,



Deborah Roffo
Assistant Principal

This form must only be completed once.

_____ Check here if you have already completed this, otherwise fill out and return.

Year: **2016/2017**

**Local Criminal Records Check
Processed by
Newmarket Police Department
Newmarket, New Hampshire 03857**

Section 1

Please type or clearly print all information in the following section.

NAME _____
Last (Maiden/Alias) First MI

ADDRESS _____
Street City State Zip Code

DATE OF BIRTH _____

DRIVER LICENSE NUMBER _____ STATE _____

My signature below certifies that I am the individual listed above and that the information provided is true.

YOUR SIGNATURE _____ DATE _____

SECTION 2

I hereby authorize the release of my local criminal record to the following:

Newmarket Elementary School
243 South Main Street, Newmarket, NH 03857

YOUR SIGNATURE _____ DATE _____

_____ DATE _____

SIGNATURE OF PERSON TO RECEIVE RECORD

Child's Name _____ Classroom Teacher _____ Year

2016/2017

**NEWMARKET SCHOOL SYSTEM VOLUNTEER PROGRAM
Confidentiality**

The Federal Rights and Privacy Act of 1974 make a very strong statement concerning school children and their rights as US citizens. It simply states that what happens to children in school is confidential. Only parties who have a "right" to that information (i.e.: the student, parent, teacher, administration, counselors, etc.) may discuss that individual child and his or her performance or behavior. The obvious intent of the law, with respect to volunteers, is to insure that our students do not become the topic of discussion throughout the community. Not only is this a legal issue, but even more importantly, it is an ethical one.

If you leave school and discuss something about individual children that you observed or heard as a volunteer, you may be violating the Privacy Act.

I understand the intent of the Federal Rights and Privacy Act of 1974, and agree to follow the guidelines.

Signature Date

Background Information

To ensure the safety of our children new district personnel are required to undergo an official criminal records check. We are also asking all volunteers to attest to a clean criminal record.

I have never been convicted of the following offenses, as references in RSA 189:13-a,V: (1) murder, or (2) child pornography, or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing or distributing a controlled substance(s) on school property or (7) sexual misconduct within an educational setting in this state; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States or where such person has been convicted of the same conduct in a foreign country.

Building supervisors may, at their discretion, verify backgrounds of volunteers. (Policy 6795)

Signature Date

*Please fill out the front and back of this form. These must be done yearly.

Child's Name: _____ Teacher: _____ Year: _____

2016/2017

To: Newmarket Elementary School Parents and Community Members

From: Sean Pine and Debbie Roffo

Re: 2015-2016 Volunteer Programs

One goal for Newmarket Elementary School is to form a strong partnership with parents and community members. Our volunteer program is very important to us and we are proud to be a Blue Ribbon School, logging more than 10,000 volunteer hours last year. We appreciate all the time and support given.

A school volunteer should:

1. Like working with children.
2. Be kind and responsible.
3. Enjoy new experiences.
4. Be dependable and trustworthy.
5. Respect confidential information.
6. Know and follow school regulations.
7. Work under the direction of school personnel.

Previous training or a degree is not required because a volunteer works under the direct supervision of certified teachers.

Please indicate on the form below your area of interest and return to your child's teacher or drop it off in the school office.

_____ Chaperone Fieldtrips

_____ Book Talks

_____ Special Occasions

_____ Individual Tutoring

_____ Drama

_____ Cooking

_____ Storytelling

_____ Clerical Work/Copying

_____ Computer Lab

_____ Arts and Crafts

_____ Room Mother/Father

_____ Library

_____ Video-recording

_____ Making Classroom Games

_____ Home Projects

_____ Lunchroom/Recess Helper

_____ Learning Centers

_____ Photography

Other (or special skills): _____

NAME: _____

ADDRESS: _____

PHONE: _____

DAYS/TIMES AVAILABLE: _____

GRADE LEVEL PREFERENCE: _____

DID YOU VOLUNTEER LAST YEAR? _____ YES _____ NO