

Newmarket Elementary School

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www.newmarket.k12.nh.us

Sean Pine
Principal

Deborah E. Roffo
Assistant Principal

September 5, 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 that will be processed through the Newmarket Police Department. We would ask that you fill out the following sheets and bring them back to the school along with your driver's license. The Newmarket Police Department now requires school personnel to witness and confirm a person's identity by looking at your driver's license and signing the form.

The deadline to return this form to the school office is Friday September 29, 2017. The next opportunity to submit criminal records background checks will not be until the end of January.

If you had a criminal records background check done previously for the volunteer program, it is not necessary to do it again. However, we do require you to fill out the yearly volunteer survey and confidentiality/Newmarket background release waiver form. Please fill out both sides completely, sign and print your name.

Thank you for your attention to this matter, and again thank you for your continued support to Newmarket Elementary School. We greatly appreciate your time and consideration.

Sincerely,

Deborah Roffo
Assistant Principal

****This form must be filled out completely each year. ****

Year: 2017-2018

Child's Name: _____ Teacher: _____

To: Newmarket Elementary School Parents and Community Members
From: Sean Pine and Debbie Roffo
Re: Volunteer Program Survey

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 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 front office.

| | |
|--|---|
| <input type="checkbox"/> Arts and Crafts | <input type="checkbox"/> Learning Centers |
| <input type="checkbox"/> Book Talks | <input type="checkbox"/> Library |
| <input type="checkbox"/> Chaperone Field Trips | <input type="checkbox"/> Lunchroom/Recess Helper |
| <input type="checkbox"/> Clerical Work/Copying | <input type="checkbox"/> Making Classroom Games |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Room Mother/Father |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Storytelling/Special |
| <input type="checkbox"/> Field Day | <input type="checkbox"/> Special Occasions |
| <input type="checkbox"/> Home Projects | <input type="checkbox"/> Other (specify skills) _____ |
| <input type="checkbox"/> Individual Tutoring | _____ |

Name: _____

ADDRESS: _____

PHONE: _____

DAYS/TIMES AVAILABLE: _____

GRADE LEVEL PREFERENCE: _____

DID YOU VOLUNTEER LAST YEAR? YES NO

Child's Name: _____ Teacher: _____

Newmarket Elementary School Confidentiality/Background Information Release Waiver

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 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 an individual that you observed or heard as a volunteer, you may be violating the Privacy Act.

By signing below you agree to the following guidelines and understand the intent of the Federal Rights and Privacy Act of 1974.

Print Name: _____

Signature: _____ Date: _____

Background Information Release Waiver

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

I have never been convicted of the following offenses, as in RSA 189:13-a,V: (1) murder, or (2) child pornography, or (3) aggravated felonious sexual assault, (4) felonious sexual assaults, (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: _____