PLEASE COMPLETE BOTH SIDES OF THE FORM

Red Bluff Union Elementary School District -Jackson Heights Elementary

Volunteer Clearance Form

Dear School Volunteer:

Thank you for your interest in volunteering at our school. Jackson Heights Elementary School has a screening process for all who wish to volunteer their services at our school. This includes participation in field trips, classroom and office support, library support, and any ongoing support for student activities at a school site. The purpose of this screening is to ensure that no one working with our children has a criminal record that makes him/her ineligible to volunteer, thus providing a safe and positive environment for our students.

The Red Bluff Police Department has agreed to provide this confidential service to the District. To complete the screening process, which could take up to two weeks, we ask you to provide the information below and return it to your school office in advance of any event. Please include a copy of your photo ID (California driver’s license or California ID card). The information is considered highly confidential, and will only be seen by the office staff, Human Resources, and the Red Bluff Police Department.

Thank you for your understanding of our desire to keep our school safe for students.

Reminder: In order to ensure safety and minimize distractions to the learning environment, please do not bring infants or non-school age children to school with you when you are volunteering in the classroom. Volunteers are asked to make arrangements for off-campus child care. Thank you.

Sincerely,

Rob Helmbold, Principal

Volunteer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MALE/FEMALE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CA Driver’s License or CA ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I authorize the Red Bluff Union Elementary School District to submit this information to the Red Bluff Police Department to complete the volunteer screening process.*

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

OPTIONAL: Attached is my donation of $1 to cover the cost of volunteer screening. (Make checks payable to Red Bluff Union Elementary School District).

JACKSON HEIGHTS PARENT VOLUNTEERS MAKE A DIFFERENCE

Jackson Heights parents, grandparents and guardians have found that their involvement as school volunteers, whether in the classroom, on committees, during school-wide activities, or in preparation of materials at home is having a positive influence on student achievement. We are encouraged by the willingness of family members to volunteer and ask that they agree to the following:

1. All volunteers have read and understand guidelines.
2. All volunteers that work directly with students in the classroom or on field trips must have a completed and cleared Volunteer Clearance Form on file in the office before beginning volunteer responsibilities.
3. All cleared volunteers will sign in at the office and wear a visitor sticker before going on campus.
4. All volunteers are expected to exhibit a positive demeanor and enthusiasm for the task.
5. Communicate with the teacher about students to whom you are assigned to work with.
6. Be familiar with the Jackson Heights Behavior Expectations: demonstrate these along with attentive listening, and reinforce students when they demonstrate these behaviors through appreciation or positive feedback that is specific.

JACKSON HEIGHTS BEHAVIOR EXPECTATIONS

* Be Respectful
* Be Responsible
* Be a Citizen

1. When working with children, attention to the task is necessary: cell phones should be off; no preschool children are allowed; keep the focus on children assigned to you.
2. Confidentiality of information obtained through your volunteer efforts MUST be maintained. Please keep all information and observations confidential, as we must respect the privacy of all students and families.
3. Respect the privacy of everyone in the classroom. This includes materials and information you may see on the students’ or teachers’ desk (i.e. test scores, graded papers, notes, etc.).

We thank you for your willingness to help all students succeed. Adherence to these guidelines will insure continuance of a successful program.

Rob Helmbold, Principal

**I have read and understand the expectations of volunteers, and I agree to adhere to these guidelines.**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number Where You Can Be Reached\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**