



**Pleasant Hill School District No. 1
Volunteer Information Packet
2018-2019**

We are pleased that you have expressed an interest in volunteering to work in the classroom, on field trips or coaching in our schools this year. As educators, we value and encourage parent participation in the educational process. It is always best for kids when staff and parents work in a collaborative relationship to support learning.

It is important for you to become familiar with the District's policies and procedures that facilitate positive parent-school relationships. There is a need to keep the school campus safe and secure so learning can take place. The Pleasant Hill School District has school board adopted policy concerning both volunteers and visitors.

After you complete the survey and the criminal background form **(must be original, cannot accept copies or electronic scans)**, return it to our district office personnel or the building secretaries to forward to the district office. Your information will be processed and you will be notified by letter once completed. The school secretaries will be maintaining a current list of approved volunteers. If you are interested in volunteering in the classroom, you may contact the teacher after you receive your approval letter.

When you volunteer it is important to follow the agreements and schedule you have made with the teacher including maintaining confidentiality. Any information you learn, read, hear or overhear regarding a student is confidential. It is not to be shared with anyone except the classroom teacher. If you have a concern about a classroom procedure, be sure to discuss it with the classroom teacher in private. Questions asked by other parents or neighbors about a specific student or incident should be referred to the teacher or principal.

All volunteers (and visitors) are required to check into the main office in either the elementary or middle/high school buildings. You will sign in and be given a volunteer pass to wear while you are volunteering. Visitors also need to check in. When you leave campus, please sign out and return the pass. All staff has been trained and will look for these passes to ensure that adults in the building have a purpose and have been cleared to work with students.

Again, thank you for expressing an interest in volunteering in Pleasant Hill. Return the completed survey and Criminal History Form to either your school office.

Before you volunteer, we encourage you to read a copy of the student handbook; it provides a great deal of information that will help you become familiar with our school and procedures.