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Mr. Mike Houle-Principal

Ms. Traci McLaughlin-Asst. Principal

## Volunteer ID Badge New Applications & Annual Renewal Process

Dear Heckethorn Parents/Guardians,

This is to inform you that for the 23-24 school year, we will continue our volunteer program to continue working with our students and staff. The following reminders will establish the current guidelines for all current and new volunteers that would like to assist our PTO, students, and staff:

- The current CCSD Policy/Regulation 4100 has established requirements for any CCSD Representatives/Volunteers. All volunteers must go through the background/fingerprinting process and receive a Volunteer District ID badge.
- Parents may volunteer for their child's teacher and/or PTO. If you wish to volunteer for your child's teacher, **YOU MUST** contact the teacher to confirm permission. If you wish to volunteer for our PTO, **YOU MUST** contact the PTO president, Jeanine Crane, [jeaninecrane@yahoo.com](mailto:jeaninecrane@yahoo.com) to confirm permission. Once permission is confirmed, follow the process noted below for **"Non-Badged"** or **"Currently Badged"** volunteers.
- ALL volunteers must present their up-to-date CCSD Volunteer Badge when checking in to the front office and while on campus working with PTO, students, and/or teachers.
- Under identified special occasions, such as any large school-wide or PTO events, we can allow non-badged parents on campus to volunteer, but will need 30' or less of "direct visual supervision" by a Heckethorn ES staff member at all times when around and/or working with students. These special events will be identified by school administration and the community will be notified.
- Administration may require volunteers to participate in additional school specific orientation or training activities.
- All badged volunteers are only required to fingerprint once every five years, but must renew their badge by obtaining a renewal sticker annually.

### **Non-Badged Volunteers:**

- Parents/Guardians wishing to become a volunteer for the first time must first communicate with your child's teacher and get permission that they would like a parent volunteer to assist with their students.
- Once accepted by your teacher, use the link below and complete the required application and background checks in order to be issued a volunteer badge for the 2023-2024 school year at Heckethorn ES. This can take from 5-7 weeks.
- When applying, click the link below; in the location box, type our school name; click our school name; click "Apply" and follow the instructions.

<https://ccsd.taleo.net/careersection/7/jobsearch.ftl?lang=en>

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- Once your application is in, the district's HR department will process your information and move the application to the principal's HR screen.
- Once the principal confirms with the teacher of the volunteer applying, the principal will recommend the parent for volunteering at Heckethorn ES. The HR department will then be in touch with you for next steps.
- Once you've been approved and receive your new volunteer badge, volunteers must view the two mandatory videos. Both videos can be found on our school website within the "Parent" tab .
- You must then come to the schools front office and sign the "Training Acknowledgement Form" verifying you understand the expectations for appropriate interactions with students prior to starting your volunteer service.
- Volunteering can begin once you have completed all of the above criteria and your child's teacher has scheduled your time to come in.

**Currently Badged Volunteers (all parents new to Heckethorn ES or returning parents from Heckethorn ES):**

- ALL CURRENTLY BADGED PARENTS MUST RENEW THEIR BADGE EVERY SCHOOL YEAR.
- You may continue to use your current CCSD volunteer badge
- You must first communicate with your child's teacher and get permission that they would like a parent volunteer to assist with their students
- Once the principal confirms with the teacher of the volunteer request, the teacher will communicate to you when volunteering may begin with their students
- Once you've been contacted by your teacher, prior to entering the school, volunteers must view the two mandatory videos. Both videos can be found on our school website within the "Parent" tab
- You must then come to the schools front office to receive your "**Volunteer renewal sticker**" and sign the "Acknowledgement of Responsibility Form" verifying you understand the expectations for appropriate interactions with students prior to starting your volunteer service
- Volunteering can begin once you have completed all of the above criteria and your child's teacher has scheduled your time to come in

**Expired 5 Year Badges:**

- If your volunteer badge is 5 years or older, you will be contacted by the CCSD HR department for the renewal process

If you have any questions regarding the process, please contact school administration.

Heckethorn ES Administration

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