

Lebanon School District

School Administrative Unit Eighty-Eight

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Dear School Volunteer:

Thank you for volunteering to work with students in the Lebanon School District.

The Lebanon School Board's policy requires that volunteers undergo a background investigation including a criminal history record check **if they are working regularly with students in an unsupervised situation on or off school property**. Examples include coaching DestiNation Imagination, drama, or athletics after school; supervising before or after school activities; tutoring; transporting students in a private vehicle; or chaperoning overnight field trips. The Superintendent has the discretion to determine which volunteer positions require a background investigation.

The background check is not required of a volunteer who is helping out where a teacher, aide, secretary, coach, bus driver, or administrator or other employee is present.

Background checks are done at the SAU Office during regular office hours. The District pays for the record check.

The school will give you a letter officially recognizing you as a volunteer and informing you of the volunteer immunity law. You sign and return a copy of the letter that the school keeps on file.

It takes weeks for the criminal record check to be completed, but you may work as a volunteer in the meantime. Usually you only need to do the background check once. The SAU will keep a record of it so that you'll be eligible to work regularly as an unsupervised volunteer any place in the District.

Questions? Contact Dianne Estes, 448-1634 x114 in the SAU office or your school's office.

Sincerely,

Dianne Estes
School & Community Relations