



**Pleasant Hill School District No. 1  
Volunteer Information Packet  
2025-26**

Pleasant Hill School District welcomes and encourages parent participation in the educational process. It is always best for kids when staff and parents work in a collaborative relationship to support learning.

Your information will be processed and the district will keep a current list of approved volunteers.

**Volunteers must complete a background check each year.** Volunteers approved after May 1<sup>st</sup> may be approved for the following school year.

All volunteers and visitors must check into the main office at their school building. You will be given a volunteer/visitor pass to wear while you are volunteering. When you leave campus, please sign out and return the pass. All staff members will look for these passes to ensure that adults in the building have been cleared to work with students.

The Pleasant Hill School District has school board adopted policies concerning both volunteers and visitors (IICC, KK, GCDA/GDDA). We encourage you to read the staff & student handbooks to become familiar with these policies. Both can be found on the Pleasant Hill School District Website.

When you volunteer, it is important to maintain confidentiality. Any information you learn, read, or hear 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, please discuss it with the classroom teacher in private. Questions regarding a specific student or incident should be brought to the teacher or principal.

Again, thank you for expressing an interest in volunteering in Pleasant Hill. Please return all completed forms to either your school office or the District Office.



## **Visiting and Volunteering at Pleasant Hill Elementary School**

Welcome! We are glad you are here. The following procedures are designed to make your visit worthwhile and rewarding while maintaining a productive and safe learning environment for students.

In accordance with Pleasant Hill School District Board Policy GCDA/GDDA and IICC, any volunteer who has direct or ongoing contact with students, participates in off-campus field trips, or regularly visits the school is required to complete an annual criminal background check prior to service.

As a visitor/volunteer, please:

Submit the Criminal Background Check annually. Packets can be obtained in the elementary office and can be submitted directly to the district office or returned to the PHES office.

### **Visitor/Volunteer Expectations:**

- All visitors must enter and exit through the main office. Please sign in on the clipboard and take a visitor or volunteer sticker. Please display this like a nametag (front right or left upper chest) so that it is easily visible to staff and students.
- Please arrange your visit in advance with the teacher or office staff.
- For safety and liability reasons, visiting students or younger siblings are not permitted during the school day unless approved by the Principal.
- Please direct questions to teachers outside instructional time.
- If you observe something that concerns you, please inform the teacher. Also, be aware that discussing a child with someone other than the teacher can violate the child or family's privacy rights.
- Parents may eat lunch with their child in the cafeteria but are not permitted on the playground during recess.

All volunteers and visitors must remain under the supervision of school staff at all times unless otherwise authorized.

Volunteers who may have direct, unsupervised contact with students will be required to complete a fingerprint-based background check, as required by state law (OAR 581-021-0510 – 0512).

Pleasant Hill School District provides equal access to volunteer opportunities without regard to race, color, religion, sex, sexual orientation, national origin, disability, marital status, or age, consistent with Board Policy AC – Nondiscrimination.

**Again, thank you for volunteering or visiting PHES!**

## PTO Plays A Vital Role In Our School Community By:

- **Organizing community events:** We host events like BINGO night, Book Fairs, Jog-a-thon and organize teacher appreciation week to bring our school community closer together.
- **Supporting our teachers and staff:** We provide assistance and resources to help our dedicated educators create the best learning environment possible. This can include funding: field trips, classroom upgrades, and special events/parties.
- **Facilitating communication:** At times, we serve as a liaison between parent volunteers and the school administration, ensuring open and effective communication.
- **Involving volunteers:** We encourage parents to get involved and volunteer their time and talents to support school activities.

## How Can You Get Involved?

We believe that parental involvement is crucial to the success of our students and our school. Please scan the QR code to fill out our volunteer questionnaire. There are many ways you can contribute to the PTO:



- **Attend our meetings:** Participating with the PTO is a great way to stay informed about school activities and have a voice in important decisions. We meet once a month. These meetings are open to everyone. The topics of the meeting will largely be based on the time of year and the projects and requests we are reviewing. You are always welcome to bring your child(ren) with you to play while we chat. You are encouraged to share your perspective! There is no formal process to be included.
- **Volunteer your time:** Whether you have an hour a week or an hour a month, any amount of time you can spare makes a difference. We have a variety of volunteer opportunities available, from helping with events to assisting in classrooms.
- **Participate in fundraising efforts:** Support our fundraising campaigns throughout the year, which directly benefit our students and school.

We are excited about the year ahead and look forward to partnering with you to make this a successful and memorable school year for all our students.

Sincerely,  
**The PHES PTO Board**

Megan Flanders - President  
Phoebe Cooksey - Vice President  
Bethany Marks - Treasurer  
Liz Taylor and Ashley Vaccaro - Secretaries  
Cindi Olsen and Jessica Berra - Fundraising  
Jennifer Radcliffe - Volunteer Coordinator  
Dawn O'Donnell - Social Media  
Marni Wolf - Book Fair

# CRIMINAL HISTORY VERIFICATION OF APPLICANTS

**THIS FORM MUST BE ENCLOSED WITH THE 581-2281-N CRIMINAL HISTORY VERIFICATION FOR PRE-EMPLOYMENT AND VOLUNTEERS COVER FORM, ALONG WITH A SCHOOL CHECK IN THE AMOUNT OF \$5.00 PER APPLICANT. ALL DOCUMENTS MUST BE MAILED TOGETHER TO THE OREGON DEPARTMENT OF EDUCATION; OTHERWISE, THEY WILL BE RETURNED.**

**Please type or print clearly.**

As Appears on License

Name:    Date of Birth:  Sex:   
(Last Name) (First Name) (Middle Name) MM/DD/YY

List Other Names Previously Used:   
(includes Maiden Name)

Social Security No.:  Driver License/Identification Card No.:

*Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial. If you do provide the number, the Oregon Department of Education will use it as an additional identifier to search for any criminal record you may have within the State of Oregon. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.*

Mailing Address:   
Full Street Address/Post Office Box

City:  State:  Zip + 4:

**Advisory: An in-state check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the following questions. If you answer no to any of the questions below, and a criminal conviction exists, this will result in a "No" determination by ODE.**

**Convictions of misdemeanor or felony crimes DO NOT automatically drop off your record after a period of time. If you believe a crime has been removed from your record and you are mistaken, it will result in a finding that you knowingly made a false statement.**

1. Have you EVER been convicted of ANY crimes listed under **1** on the reverse side of this form?  Yes  No  
If yes, was the crime in Oregon or a similar crime in another state?
2. A crime includes a felony or misdemeanor. Have you EVER been convicted of **ANY** other crime **NOT** included in the list under question **1**, this includes major traffic violations (including DUII, etc)?  Yes  No

The applicant is entitled to inspect and challenge the accuracy of their Oregon criminal record through the Oregon State Police procedures by contacting Oregon State Police directly under ORS 181A.230(3) and OAR 257-10-0035.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form for the purpose of pre-employment and/or volunteering purposes at an Oregon school and/or institution.

I acknowledge reading and receipt of this notice.

Applicant's Signature: \_\_\_\_\_ Date:

**CRIMES RELATING TO QUESTION 1  
OREGON LAWS**

163.095	Aggravated Murder	167.062	Sadomasochistic Abuse or Sexual Conduct in Live Show
163.107	Murder in the First Degree		
163.115	Murder in the Second Degree		
163.185	Assault in the First Degree	167.075	Exhibiting an Obscene Performance to a Minor
163.235	Kidnapping in the First Degree	167.080	Displaying Obscene Materials to Minors
163.355	Rape in the Third Degree	167.090	Publicly Displaying Nudity or Sex for Advertising Purposes
163.365	Rape in the Second Degree	475.808	Unlawful manufacture of hydrocodone within 1,000 feet of school
163.375	Rape in the First Degree	475.810	Unlawful delivery of hydrocodone
163.385	Sodomy in the Third Degree	475.812	Unlawful delivery of hydrocodone within 1,000 feet of school
163.395	Sodomy in the Second Degree	475.818	Unlawful manufacture of methadone within 1,000 feet of school
163.405	Sodomy in the First Degree	475.820	Unlawful delivery of methadone
163.408	Unlawful Sex Penetration in the Second Degree	475.822	Unlawful delivery of methadone within 1,000 feet of school
163.411	Unlawful Sex Penetration in the First Degree	475.828	Unlawful manufacture of oxycodone within 1,000 feet of school
163.415	Sexual Abuse in the Third Degree	475.830	Unlawful delivery of oxycodone
163.425	Sexual Abuse in the Second Degree	475.832	Unlawful delivery of oxycodone within 1,000 feet of school
163.427	Sexual Abuse in the First Degree	475.848	Unlawful Manufacture of Heroin within 1,000 Feet of School
163.432	Online Sexual Corruption of a Child in the Second Degree	475.852	Unlawful Delivery of Heroin within 1,000 Feet of School
163.433	Online Sexual Corruption of a Child in the First Degree	475.868	Unlawful Manufacture of 3, 4-Methylenedioxyamphetamine within 1,000 Feet of School
163.435	Contributing to the Sexual Delinquency of a Minor	475.872	Unlawful Delivery of 3, 4-Methylenedioxyamphetamine within 1,000 Feet of School
163.445	Sexual Misconduct	475.878	Unlawful Manufacture of Cocaine within 1,000 Feet of School
163.465	Public Indecency	475.880	Unlawful Delivery of Cocaine
163.515	Bigamy	475.882	Unlawful Delivery of Cocaine within 1,000 Feet of School
163.525	Incest	475.888	Unlawful Manufacture of Methamphetamine within 1,000 Feet of School
163.547	Child Neglect in the First Degree	475.890	Unlawful Delivery of Methamphetamine
163.575	Endangering the Welfare of a Minor	475.892	Unlawful Delivery of Methamphetamine within 1,000 Feet of School
163.670	Using Child in Display of Sexually Explicit Conduct	475.904	Unlawful Manufacture or Delivery of Controlled Substance within 1,000 Feet of School
163.675	Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child	475.906	Penalties for Distribution to Minors
163.680	Paying for Viewing Sexual Conduct Involving a Child	161.405	Attempt to Commit Any of the Above-Listed Crimes
163.684	Encouraging Child Sex Abuse in the First Degree		
163.686	Encouraging Child Sex Abuse in the Second Degree		
163.687	Encouraging Child Sex Abuse in the Third Degree		
163.688	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the First Degree		
163.689	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the Second Degree		
164.325	Arson in the First Degree		
164.415	Robbery in the First Degree		
166.005	Treason		
166.087	Abuse of Corpse in the First Degree		
167.007	Prostitution		
167.008	Patronizing a Prostitute		
167.012	Promoting Prostitution		
167.017	Compelling Prostitution		
167.057	Luring a Minor		