



## ***Jurupa Unified School District***

Peralta Elementary School 6450 Peralta Place Jurupa Valley, CA 92509  
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September 2011

***Our Children,  
Our Schools,  
Our Future!***

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Dear Peralta Parents,

Many people have been asking or hoping to volunteer in classrooms. Now that schedules are set and routines are in place, we are happy to have the help. Please review the following district policy regarding volunteers on campus and chaperons for field trips. The following policies are in place for the safety and protection of your children. Please know that in order for kids to succeed it is important to have a strong partnership between home and school. We encourage you to make the necessary arrangements so that you can be an active participant on our campus and in our classrooms. We invite you to be a part of the team and we welcome you aboard!

### **Chaperones**

All adults that would like to accompany a class on a field trip must be fingerprinted and TB tested through the district. **The district TB clinic is located at Indian Hills Elementary School. The TB clinic is open on Mondays (testing) from 7:30-9:30 AM and the readings are on Wednesdays from 7:30-9:30 AM.** TB tests must be renewed every 4 years.

To be **fingerprinted**, the adult must come to Peralta School office and pick up a processing request form from our office staff. The processing request form must then be taken to the Personnel Department in the district office. Parents will also need to take proof of a current TB clearance as well as a photo ID. With all three required items, Personnel will fill out additional paperwork, make copies and will then proceed to set up an appointment for Live Scan through the Riverside County Office of Education. Once the fingerprints come back clear, Personnel will notify the office staff that the adult is clear to attend the field trip as a chaperone. There is a fee of \$71 in the form of Money Order or Cashier's Check. It is due at the time of the fingerprinting appointment. The Live scan fingerprint test results do not expire. Fingerprints are good from year to year as long as the district is notified at the end of each year of a parent's request to return to the school as an active volunteer.

Field trip chaperones differ from classroom volunteers. Below are the guidelines for classroom volunteers.

### **Volunteers**

From time to time, some teachers may elect to utilize volunteers (non-paid assistants, such as parents or other interested people) to provide assistance in the classroom. The primary purpose of this arrangement is for the benefit of the children.

### **The volunteer should:**

Be TB tested in order to volunteer in the classroom. Any adult can be TB tested at the district clinic held on Mondays from 7:30-9:30 AM at Indian Hills Elementary School. The readings are done on Wednesdays from 7:30-9:30 AM.

- Volunteers are not to take responsibility for discipline of children, nor be left alone with students.
- Volunteers must treat all information of a confidential nature as such.
- Volunteers must not convey messages regarding children to parents and / or others outside of the school.

Thank you for your assistance in following district policy and serving our students.

With appreciation,

Peralta PTA