

Volunteer Policy

We love to have volunteers and visitors at Chapman Heights. Parents and members of our community should be a significant part of the learning experiences our students have this year. The volunteer / visitor procedures in this policy are meant to provide information for parents and community members working in our school. This policy will be in place to insure the safety of all students, staff, and visitors, and to comply with the YCJUSD School Board policy and California Education Code. Our school office is responsible to know at all times who is on campus, where they are, and why they are here. Your cooperation is extremely important and very much appreciated.

Volunteers: Before anyone can volunteer, there are a few policies and procedures which you must be aware of. These policies and procedures follow YCJUSD School Board policy and Education Code.

- * Volunteers must have Megan’s Law clearance. These can be completed in our school office.
- * Volunteers must show ID each time they visit until the staff knows exactly who they are.
- * Volunteers must abide by YCJUSD dress code regulations.
- * Volunteers must remain with the classroom teacher.
- * Volunteers are not allowed on the playground without the teacher.
- * Please inform the teacher ahead of time if you are unable to volunteer for a scheduled date/time.
- * Because volunteers will be working with teachers and students, volunteers are not permitted to bring young siblings to classrooms.
- * Volunteers need to have teacher approval and come to the classroom during their regularly scheduled time. Classroom instruction will not be interrupted to obtain approval to visit the classroom.

Confidentiality of students:

Volunteers will be working with our children. It is very important that volunteers maintain strict confidentiality of all students. Information about the student must not be discussed outside of the classroom.

Visitors: Visitors must follow the same procedures as volunteers, with two exceptions.

- * A one-time visitor is not required to fill out a Megan’s Law clearance form. For example, in the case of a tour of our campus.
- * Visitors must get prior teacher/administration approval before visiting the classroom. Please contact the teacher or the principal the day before you wish to visit the class. Instruction will not be interrupted to obtain approval.

Chaperones: The following requirements will be expected of all chaperones for any school function.

- * Chaperones must be 21 years of age or older.
- * Chaperones must abide by YCJUSD dress code regulations.
- * Chaperones shall not use, consume, or be under the influence of alcoholic beverages or controlled substances, or smoke at any time while accompanying and supervising students on a trip.
- * Chaperones will refrain from using any vulgar, profane, or abusive language when interacting with anyone during the trip.
- * Chaperones must act appropriately (socially, emotionally, and ethically) at all times.
- * Chaperones will be dismissed from chaperone duties or referred to law enforcement (if appropriate) for violation of these requirements.

Before and After School

Parents and guardians may accompany their children on campus between 7:30 a.m. and 7:55 a.m., and after 2:20 p.m. During the school day (8:00 a.m.-2:20 p.m.) all visitors must have approval to be on campus. If you like to walk your child to class, students must report to their line-up area or their classroom at 7:55 a.m. Instruction begins at 8:00 a.m. if a student arrives after 8:00 a.m. they will be required to see the attendance clerk in the office.

I have read and understand the Chapman Heights Elementary School ***Volunteer Policy***.

Name of volunteer

Date