



Chaperone/Volunteer Handbook

Chaperone/Volunteer Guidelines

A chaperone/volunteer is an adult (18+) who assists a staff member of the district in the performance of their duties.

Chaperones and Volunteers: As a school and/or classroom chaperone/volunteer, you are providing a valuable service to children, teachers, and to the school site. You are also an important link between the school and the community when you share the many exciting things the children are learning. Your chaperone/volunteer assistance enriches the educational program and enhances supervision and school safety. You may have questions about your role and responsibilities as a chaperone/volunteer. The purpose of this handbook is to provide you with information to answer these questions. It is important that you read the entire handbook carefully.

Sign in/Sign Out Procedures: For security reasons and in case of an emergency, every visitor to the campus must sign in at the office and wear a visitor sticker. Like all visitors, chaperones/volunteers must sign in at the office and wear a visitor sticker. Please remember to sign in and out every time you chaperone/volunteer.

Confidentiality: ***Like teachers, chaperones/volunteers are bound by a code of ethics to keep confidential matters within the school.*** As you work with the students and teachers, information of a private or confidential nature may become known to you. The abilities, problems, relationships of staff, students, and their parents should only be discussed with school administration or the student's teacher. If a child confides in you about a personal problem or family matter, keep this confidential. If you feel the school should be aware of this information in order to help the student, discuss the matter in private with the teacher or administration. A parent might ask you how their child or another child is doing in school. Encourage them to talk to the teacher as the teacher is with the child all day and can best assess and discuss each child's progress. ***Confidentiality is very important.***

Restrooms: During the school day adults may **not** use the student restrooms. We ask that you use the designated restroom in the office.

Dress: Take your lead from the teacher and dress appropriately for the job you are doing. If you are assisting with an art project, you will be appropriately dressed if you are in comfortable clothes that can be easily washed. Casual clothes are often the most appropriate clothes to wear in a classroom setting or during a field trip. Keep in mind that you will serve as a model for the students; therefore, we ask that your attire be neat and conservative. Adults should follow the student dress code.

Health, Commitment, and Dependability: Please be prompt. We know there will be times when you are ill or unable to chaperone/volunteer. Please call the office as soon as you know you are going to be out so the teacher can make adjustments or arrange for another chaperone/ volunteer.

Discipline: All schools within the Etiwanda School District have a school wide discipline plan. If a child is misbehaving, you may try strategies to redirect them and get them back on task. Some of these strategies are:

- ◆ Use the child's name as part of your sentence. Say, "Jill, can you show me what to do next?"
- ◆ Ask the child to do something for you while you continue with the lesson. Say, "John, can you hold these papers until I am ready to show you that part of the lesson?"
- ◆ Ignore minor misbehavior that is not continuously disruptive.
- ◆ Say, "I will be asking one of you to repeat the directions to me, and Susan is going to listen to see if you know what to do".
- ◆ Give the child responsibility for passing out supplies.
- ◆ Let the students know that you are looking for good workers you can brag about to the teacher, and be sure to follow through by telling the teacher the names of the good workers.
- ◆ Praise the students who are well behaved!

Do not allow a child you are working with to disrupt your group or the class. If these types of positive redirection techniques do not work, tell the teacher. The teacher will work with the student to correct the problem. Never discipline a child as this is the responsibility of the teacher. Call students by their name at every opportunity. A child's name is very important. Try to learn to pronounce and write each child's name correctly.

Observe the teacher. The teacher can serve as a model when you are working with students. Modeling the teacher's instructional techniques can help you be consistent with what has been taught and how it was presented. Accept the children as they are. Keep in mind that each child is unique. Some children will be very different from your own children.

Office Assistance: If you are assisting in the office, please do not use any equipment before first checking with the office staff. Most office equipment requires some type of training. ***Confidentiality in the office is very important.*** Anything overheard may not be repeated.

Behavior and Standards: Do not initiate physical contact with students. If a student comes to you for a hug, you may respond in an appropriate manner. Do not ask for hugs or initiate hugs. Do not pat children on the head, touch their shoulders, or tickle students. Never touch a student in a discipline situation. Do not place your hand on a student's back or grab their arm to guide the student in the direction you would like them to move. Do not ask personal questions about the student or their family. Do not investigate a discipline issue. Please refer the matter to the teacher. Do not make comments (even joking) about their appearance, body, clothes, etc. Do not use sarcasm.

Reinforce good behavior with praise and encouragement. Use positive comments even when the children are experiencing difficulty. Avoid saying anything that will make students feel bad about themselves or their ability to learn. Be ready to praise for even the smallest success and for good behavior.

Encourage children to do their own thinking. Beware of children who will try to get you to do their work for them. It is important to give children the opportunity to solve problems on their own. Also, give children plenty of time to answer questions. Remember that a child may be silent because they are still thinking about your question, not because they are incapable of answering.

Students must always take a "peer buddy" with them to the restroom. Follow the teacher's instructions regarding restroom use. A chaperone/volunteer may not be alone with children.

Chaperone/Volunteer Expectations and Requirements:

1. The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students.
2. Chaperone/volunteer must obey District policies and regulations as well as individual site regulations.
3. Each chaperone/volunteer applicant is required to complete the Criminal History Declaration. The completed form must be on file in the office prior to performing any chaperone/volunteer services. Failure to provide accurate information will result in immediate removal from chaperone/volunteer activities.
4. Preschoolers or other siblings may be a distraction or a safety issue when chaperoning/volunteering in the classroom or during a field trip. Please make arrangements for your other children.
5. Please remember to put cell phones on vibrate to prevent disturbances.
6. The Superintendent may require fingerprinting and criminal record clearance of chaperones/volunteers. Chaperones/volunteers will be notified if the District intends to conduct a criminal record search on the individual. The District will not place or retain any chaperone/volunteer who has been convicted of a serious or violent felony or a sex or drug offense.
7. Education Code section 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code section 290 is not permitted to serve as a chaperone/volunteer in any capacity.
8. The District recommends, but does not require, each chaperone/volunteer have a current test demonstrating he or she is free from tuberculosis. The chaperone/volunteer is responsible for the expense of the TB testing.
9. If chaperone/volunteer hears about or observes evidence of suspected child abuse, the incident must be reported to the site principal or designee immediately.
10. Chaperone/volunteer may work on short-term facility projects. These projects must be pre-approved, and chaperone/volunteer must possess the appropriate license or expertise to complete the project.
11. Chaperone/volunteer who for any reason is denied the opportunity to chaperone/volunteer may submit a written rebuttal to the Superintendent for a final decision.
12. Chaperone/volunteer understands that serving is a privilege and not a right and the privilege may be discontinued at any time for any reason.

Rewards of Chaperoning/Volunteering: We know you will enjoy the time helping students. By sharing your time with students and staff you are improving the quality of education for the students. As a chaperone/volunteer, you are a representative of the school and will be able to share with parents and the community the many positive things that students and staff are doing.

We thank you for the gift of your time.



**ETIWANDA SCHOOL DISTRICT
ANNUAL CRIMINAL HISTORY DECLARATION FOR CHAPERONE/VOLUNTEER**

The District encourages parents and others to chaperone/volunteer their time and service to our schools and our children. We appreciate the donation of your time. To ensure a safe school environment for our children it is necessary to prevent individuals who are registered as sex offenders, who have been convicted of a violent felony or crime, or who have some other criminal conviction making it inappropriate for them to interact with children, from chaperoning/volunteering in our schools.

Education Code sections 35021 and 35021.1 prohibit persons who are required to register as sex offenders under Penal Code section 290 from chaperoning/volunteering in public schools. Penal Code section 290.95 requires all persons who are required to register as sex offenders to report such status when applying for or accepting a chaperone/volunteer position in schools.

Please answer the following questions by circling the correct response. In responding to these questions, include convictions, offenses, and violations that occur within or outside of California.

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| 1. Are you a registered sex offender? | *Yes | No |
| 2. Have you ever been convicted of a felony or misdemeanor for any drug offense? | *Yes | No |
| 3. Have you ever been convicted of a felony or misdemeanor for any violent offense? | *Yes | No |
| 4. Have you ever been convicted of a felony or misdemeanor for any sexual offense? | *Yes | No |
| 5. Have you ever been convicted of a felony or misdemeanor for any act not mentioned above? | *Yes | No |
| 6. Are you an employee of the Etiwanda School District? | Yes | No |
| 7. Do you have a child/children at this school? | Yes | No |

If you answered *Yes to question 1-5, please attach an explanation of the nature, date, location, and disposition of the case(s) related to the conviction. A conviction may not necessarily disqualify you from chaperoning/volunteering.

The Etiwanda School District reserves the right to conduct a criminal background check of the school chaperone/volunteer or applicant as permitted by law. Depending on the circumstances of your chaperone/volunteer service, you may be required to obtain an activity supervisor clearance credential from the California Commission on teacher credentialing.

NOTICE: Any person who is required to register as a sex offender cannot serve as a chaperone/volunteer.

Last Name	First Name	Middle Name
Home Address	City	Zip
California Driver's License #	Daytime phone	
Email	DOB	
Child's Name	Grade	Teacher/School

I declare under penalty of perjury by California state law that I have not been convicted of a crime that requires me to register as a sex offender, and subsequent to this date if I am convicted of such a crime, I agree to immediately notify the Etiwanda School District of the conviction. I have completed this form truthfully and have read, understand, and will comply with the District requirements and guidelines. I further understand that if the information I have provided is not accurate, my chaperone/volunteer services will be discontinued. I have read and understand the Criminal History Declaration for chaperoning/volunteering at school.

Signature

Date