

Staff Workroom

In order to make copies for teachers, you must receive training from office staff prior to using the equipment. Volunteers are not allowed in the workroom during the following times before 8:00 am or during recess/lunch times. This allows teachers the opportunity to use the equipment during their breaks

Restrooms

Adult restrooms are available for volunteers and located in the MPR near the office entrance. You are not permitted to use student restrooms.

Dress

Parents and guardians are asked to use good judgment with regard to proper school attire. Please do not wear any clothing that carries a sexual, vulgar, or offensive message or references the use of alcohol, tobacco, or drugs.

Cell Phones

Cell phones should be turned off in the classrooms. If you need to make a call or use the phone, please step outside of the classroom or away from students.

Photos and Social Media

You are not permitted to take pictures of students while volunteering, other than your own child, for the purposes of posting pictures on any social media.

No smoking, drinking, or use drugs on school grounds

Schools are substance abuse free zones. This means you may not even bring tobacco products on campus in your purse or pockets.

Field Trips

When attending a field trip, designated parents must ride on the bus with the class. This will ensure that everyone arrives and leaves at the same time and the class is not delayed waiting for a chaperone. All students must return on the bus to the school and cannot be dismissed prior to returning to school. Please also remember that you may not bring another child or sibling on any field trip.

Dismissal of Students

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and given permission for the volunteer to do so.

Language/Behavior

Remember, we are all role models for the children around us. "Little eyes" are watching, listening, and learning appropriate behavior from our actions. Inappropriate language or discussions are not allowed on campus or on field trips.

Always work in an open, visible public area.

You should not ever be alone with a student or group of students without a staff member, volunteer, or parent nearby. It is very important that you maintain adequate physical boundaries between yourself and the student, and that you give each student his or her own safe, personal space. Touching children carries risks, as the volunteer can be accused of impropriety, unnecessary physical contact, or sexual harassment.

The best rule of thumb is to avoid all touching. Some forms of touch MAY be acceptable, including handshakes, "high fives," or "fist bumps." However, cultural perspective, beliefs, and personal history may affect a student's personal boundaries. Volunteers should avoid physical contact except for safety reasons. Students should never sit on your lap or be subject to a hug. No volunteer should ever touch a student in anger.

We appreciate your time and support!

Revised 6/15/23



Howard Cattle Elementary School

Volunteer Guidelines and Procedures

***Thank you for being an important part
of our parent, school, and community
partnership by volunteering at our
school.***

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Volunteer Guidelines/Procedures

Thank you for your willingness to volunteer your time at Howard Cattle. We believe you are an integral part of our work to educate students and encourage you to actively participate in your student's education by volunteering at our school. One of the most important things we can do for students is to allow them to see parents and teachers working together. This helps children realize that there is a bond between home, community, and school. Parents and other caregivers who are able to work in the school can gain a deeper understanding of their child's education.

In order to begin volunteering in **ANY** capacity within Howard Cattle, you will need to sign in through the office. **This includes volunteering in a classroom, attending a field trip, assemblies, or joining your child for campus and PFA events.**

Signing in at the office

For security reasons, the Chino Valley Unified School District utilizes *Raptor*, an electronic sign-in system that checks all visitors and volunteers (including parents) against a national registered sex offender database. It also creates daily visitor and volunteer name badges, tallies volunteer hours, and enables staff to know who is on campus at all times. Please provide your state or federal photo ID (driver's license, military ID, etc.) to be scanned into the *Raptor* system each time you arrive on campus. All adults visiting campus must have prior approval from the classroom teacher.

You will need to **sign in at the office and obtain a visitor's badge each time you volunteer.** When you arrive, please let the office know where you will be volunteering. You may only stay in the area for which you receive approval. Before leaving the building, please sign out at the office. The visitor's badge needs to be worn at all times while on campus. In the event of an emergency, the school office will know exactly who is on campus.

Non-Students on Campus

Because of district-wide liability issues, CVUSD has a policy that requires that there be no children who are non-students on campus during school hours. Non-students may not help with, or be present at, classroom parties or other classroom functions. This policy was instituted both for the safety of the students and non-students alike and to ensure a disruption-free learning environment.

Confidentiality

All volunteers must keep private ANY information regarding student academic, emotional, social, medical, or family information. Disclosure of student information by a volunteer is a violation of the **Family Education Rights and Privacy Act of 1974 (FERPA)** and may subject the volunteer or the district to civil liability. Even without mentioning a student's name, details can be used to identify a student or family, thus violating that student or family's right to privacy.

If a child might confide in you about family matters or personal problems. Keep this confidential. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation in private with the teacher or principal.

Discipline

Students rarely have behavior problems while working with volunteers. However, our school has detailed discipline plans, and the responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while you are working with a student.

The volunteer always works under the direction of the teacher to HELP, not replace, the teacher. On field trips when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher as soon as possible about these issues. However, any consequences for behavior are the responsibility of the teacher, not the volunteer.

Student Interaction Expectations

When working on campus, it is important that all volunteers support all students equally. Please explain to your student(s) that they will not be receiving special treatment or attention. This will help to avoid any hard feelings and will ensure a positive experience for all.

Drills and Emergencies

You may be on campus for a safety drill or actual emergency. You must follow the instructions of the teacher or staff you are with and may not separate from the group unless directed to do so. Drills include fire, earthquake, shelter in place and possible evacuation.

Health, Medicine, and First Aid

Please never discuss the health condition/concern of a student with anyone other than the teacher, it is a violation of privacy.

Health If you have had any symptoms of illness (stomachache, headache, sore throat, cough, nausea, vomiting, diarrhea, runny nose, fever, chills, fatigue, etc.) within 48 hours of your volunteer day/time, please do not volunteer in person at school. Notify the teacher (via phone, email, text, zoom, dojo, remind, etc.) that you will not be able to volunteer at your scheduled time so they can make other arrangements if needed.

Medications Administering any medication to a student is strictly prohibited, this includes and not limited to over-the-counter medications such as Tylenol (acetaminophen), Ibuprofen, cough drops, allergy medication, vitamins, antibiotic ointment, chap stick, Neosporin or any other type of ointment, mints, gum, candy, or any other food that has not been approved by the teacher for class treats. If you suspect a child is not feeling well or needs medical treatment, notify the teacher immediately.

First Aid Please do not give any first aid treatment to any injured student. Do not use your own personal Band-Aids, wipes, hand sanitizer, and/or antiseptic wipes/ointments on students. If you suspect a child is injured or needs first aid, please notify a teacher/staff member immediately.