

ADELANTO ELEMENTARY SCHOOL DISTRICT



VOLUNTEER/CHAPERONE HANDBOOK

ADELANTO ELEMENTARY SCHOOL DISTRICT

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WELCOME FROM THE ADELANTO ELEMENTARY SCHOOL DISTRICT

Dear Parent/Guardian and Community Members,

The Adelanto Elementary School District Board of Trustees and Superintendent encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students. Community volunteers/chaperones in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies, and private institutions. With the new energy and resources caring volunteer members of our community bring, the opportunity to meet the individual achievement needs of each child is greatly increased. This handbook is designed to provide practical information that will assist in volunteer/chaperone placement and assignments. It is our goal to support volunteer/chaperone work so that the time spent with our students is worthwhile for the volunteer/chaperone as well as our students. To all those who give of their time and talent, we wish to offer our sincere thank you for helping make a difference in the lives of our students. We hope that your experience with our students, staff, and families is a positive one. Please know that we are very appreciative of your time, patience, and generosity.

Sincerely,

Human Resources Department

VOLUNTEER/ CHAPERONE GUIDELINES

The following procedures are to be followed by every school with respect to volunteers/chaperones/visitors on school campuses and on any field/study trips.

DEFINITIONS:

- A volunteer/chaperone is defined as an individual who, with District authorization, voluntarily assists schools, educational programs, or students on a regular and ongoing basis, without financial compensation, to benefit Adelanto Elementary School District students. A volunteer/chaperone is required to complete a Volunteer/Chaperone Application, Code of Conduct form, fingerprint clearance, and Megan's Law Background Check. A volunteer/chaperone is an adult (18+) who assists a staff member of the District in the performance of their duties. Children under the age 18 may not be a volunteer/chaperone.
- In the event a volunteer/chaperone volunteers for a field/study trip that is extended for overnight stays, provisions to ensure the safety and well-being of all participants shall include:
 - A volunteer/chaperone assigned the responsibility for maintaining emergency contact and medical information for participating students and adults must keep this information secure and readily available
 - No volunteer/chaperone shall stay in a room alone with a student
 - Only same-gender students shall share a room
- A visitor is defined as an individual who, with District authorization, attends a student performance, back-to-school event, class party, or is observing a classroom, etc. A visitor may either be accompanied or unaccompanied by school District staff. Designated administrative personnel are to make this determination. A visitor must sign-in at the school office and have their identification ran through the District Raptor system.

SIGN-IN PROCEDURES:

- Volunteers/chaperones/visitors are required to sign in at the school office each time they are on campus. Volunteers/Chaperones/Visitors will be asked to present picture identification at the time they sign in and it will be scanned through the Raptor system.
- The sign-in registry should include a place for first and last name, date, reason for visit, location the person is visiting, and the time they reported. For visitors, the office staff must notify an administrator, teacher, or other staff member the visitor will contact while on campus.
- All volunteers/chaperones/visitors will be required to wear an identification badge issued by the District at all times.
- Volunteers/chaperones/visitor badges must never leave the school the chaperone/volunteer or visitor is attending; badges must be returned to the school office prior to leaving the site.

ALL VOLUNTEERS/ CHAPERONES MUST BE DIRECTLY SUPERVISED BY A STAFF MEMBER AT ALL TIMES AND MUST NOT BE LEFT ALONE WITH STUDENTS.

GUIDELINES

The following points provide a code of ethics which are mandatory for volunteers/chaperones.

CONFIDENTIALITY: Volunteers/chaperones must respect both the student and school confidentiality. Volunteers/chaperones should not question school policies in the presence of students or outside of the school but may pursue their own personal concerns and inquiries through the school's designated channels.

Like staff, chaperones/volunteers are bound by a code of ethics to keep confidential matters within the school. As you work with the students and staff, information of a private or confidential nature may become known to you. The abilities, problems, and relationships of staff, students, and their parents should only be discussed with a school administrator or the student's teacher. If a child confides in you about a personal problem or family matter, discuss the matter in private with the teacher or administrator and keep the information confidential. 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.

STAFF RELATIONS:

Volunteers/chaperones need to support the teaching methods and materials used by the supervising teacher, especially in the presence of the student, parent, and other volunteers. If you have any questions, concerns, etc., address them privately with the teacher.

ASSIGNED RESPONSIBILITIES:

Volunteers/chaperones should use the same method of instruction and behavior management as the teacher.

RESTROOMS

During the school day adults may not use the student restrooms. You will need to use the designated staff restroom in the office/on campus.

DRESS

Take your lead from staff 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/study trip. Keep in mind that you will serve as a role model for the students; therefore, we ask that your attire be neat.

HEALTH, COMMITMENT AND DEPENDABILITY

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

The District requires at a minimum a 10:1 ratio of adults to students for field/study trips for 1st - 8th grade and a minimum of 5:1 ratio for TK-Kinder field/study trips so it is very important you let staff know if you will be unavailable.

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.

Fire/Earthquake/Lockdown

Follow all instructions from staff and remain calm.

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 a staff member. 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 good behavior and even the smallest success.

VOLUNTEER/CHAPERONE EXPECTATIONS AND REQUIREMENTS

1. The Board of Trustees encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students.
2. Volunteers/chaperones must obey District policies and regulations as well as individual site regulations.
3. Each volunteer/chaperone is required to complete a criminal background check by submitting fingerprints. 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. 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. The District also reserves the right to make decisions to allow a volunteer/chaperone to be in the District based on a California Department of Justice (DOJ) report that will come to Human Resources after fingerprinting, which may contain other civil/criminal offenses.

4. A volunteer/chaperone who for any reason is denied the opportunity to chaperone/volunteer may submit a written rebuttal to the Superintendent for a final decision.
5. Please remember to put cell phones on vibrate to prevent disturbances.
6. If chaperone/volunteer/chaperone hears about or observes evidence of suspected child abuse, the incident must be immediately reported to the site administrator.
7. A volunteer/chaperone understands that serving is a privilege and not a right, and the privilege may be discontinued at any time for any reason
8. Volunteers/chaperones shall act in accordance with all District policies, regulations, and school rules. The Superintendent shall be responsible for investigating and resolving complaints regarding volunteers.

VOLUNTEER APPLICATION PROCESS

Every parent is encouraged to volunteer/chaperone to enrich the school experience for their student. Any person interested in participating in a school's volunteer/chaperone

program, including continuing volunteers/chaperones, must complete a volunteer/chaperone application. Volunteers/chaperones must update their application at the beginning of each school year. Continuing volunteers/chaperones may re-apply to serve as volunteers for the next school year. Per Board Policy (BP) 1240 and Administrative Regulation (AR 1240, District staff and Board members do not have to go through the volunteer/chaperone process to serve as volunteers/chaperones.

SUBMIT TO THE SCHOOL OFFICE

- Complete Application
- Signed Volunteer Code of Conduct
- Tuberculosis test clearance- WITHIN 4 YEARS
- No COVID-19 test results are required
- Appropriate Identification – SEE BELOW UNDER FORMS OF IDENTIFICATION
- Schedule Volunteer/Chaperone Orientation

DISTRICT OFFICE CLEARANCE

- Megan's Law
- Fingerprinting
- Board of Trustees Approval

FORM OF IDENTIFICATION

Acceptable **primary** forms of photo identification include any of the following:

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-state driver's license

In the absence of an identification listed above, please submit ONE of the following:

- State government-issued Certificate of Birth
- Marriage Certificate (Government issued certificate)

And TWO of the following:

- Utility Bill (address)
- Paycheck stub with name/address
- voided check or bank statement
- Vehicle registration card/title

Adelanto Elementary School District

VOLUNTEER/CHAPERONE CODE OF CONDUCT

This document defines the **Adelanto Elementary School District requirements** for all school volunteers/chaperones.

As a volunteer/chaperone, I agree to abide by the following code of volunteer/chaperone conduct:

1. Immediately upon arrival, I will sign in at the main office and at the designated

- volunteer/chaperone sign-in station at the time of volunteer/chaperone service.
2. I will wear or show volunteer/chaperone identification at all times as required by the school/District.
 3. I will use only adult bathroom facilities.
 4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
 5. I will not disturb or disrupt the academic program for students or staff.
 6. I will **not** contact students, staff, or parents outside of school hours.
 7. I agree not to access, review, disclose or use confidential student, staff or parent information or exchange telephone numbers, home addresses, e-mail addresses or any other student directory information with or about students, staff, or parents. I will maintain confidentiality at all times, including outside of school.
 8. I understand that any information about parents, staff, and/or students remains confidential and cannot be disseminated to any other person or organization.
 9. I will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
 10. I agree **not** to transport students.
 11. I will not take, disclose, use, or disseminate student photographs or personal information about students, self, or others to anyone.
 12. I agree to follow the District procedures for maintaining TB clearance, screening of volunteers, and the assignment of volunteers.
 13. I will not act as an unauthorized spokesperson or representative of the District.
 14. I agree to comply with all AESD policies and school rules applicable to school staff as well as all directions from the school/District administrators and staff while serving as a volunteer/chaperone.
 15. I can only volunteer/chaperone at schools where I have been approved.
 16. Volunteer/chaperone badges will remain at the school site.

I agree to follow the Volunteer/Chaperone Code of Conduct at all times. I further understand that my authorization to serve as a volunteer/chaperone may be terminated by the Superintendent and/or school principal at any time if it is determined that termination is in the best interest of the school or students.

VOLUNTEER/CHAPERONE ACKNOWLEDGEMENT OF DUTY NOT TO RELEASE CONFIDENTIAL INFORMATION

As a volunteer/chaperone of the Adelanto Elementary School District, you hereby acknowledge that, at all times, you have an absolute duty to protect the confidential nature of information to which you may be privy in your duties. This includes confidential information about students, staff members, or on any topic properly confined to a closed session of the Board of Trustees, or otherwise not readily available to the public. This also includes any information relating to matters which you may be made privy to through the course of the day, even if not in the scope of your job (For example, a worker who overhears or sees sensitive student information while working in an area where the information is discussed/contained). (See also 20 U.S.C. § 1232g; 34 C.F.R.

§ 99; Cal. Educ. Code §§ 49060 *et seq.*, 35146; Cal. Govt. Code § 1098, 54957, 54957.2, 54957.6.)

Any volunteer/chaperone who releases any confidential information from the District is subject to various consequences, which can include disciplinary action up to and including dismissal, as well as potential civil and/or criminal repercussions. Further, following such release, other additional internal steps may become necessary to prevent any further unauthorized release of such information, such as limiting access to that employee. (see board policy No. 4319.23)

The District understands that, in certain work situations, confidential information needs to be shared among staff and others, on a need-to-know basis. Accordingly, such "need-to-know" situations are not prohibited under these directives. These may include:

- 1) When confidential pupil records are provided to parents/guardians, or to any of the individuals or groups specifically allowed to receive pupil records without parental consent, pursuant to statute. (Cal. Educ. Code §§ 46069 *et seq.*, 49076.)
- 2) When potentially confidential information is required to be provided to law enforcement officials by school employees, designated as mandatory reporters, under the Child Abuse and Neglect Reporting Act. (Cal. Penal Code § 11164 *et seq.*)
- 3) When the exchange of potentially confidential information is necessary to identify, refer, and assess students who may have special needs and to develop, implement, and review instructional programs for these students if necessary. (Cal. Educ. Code § 56300 *et seq.*) When required through a lawfully issued subpoena on sworn testimony. Other circumstances in which a school volunteer is specifically required or allowed, under state or federal law, to provide information that would otherwise be considered confidential.

The District respects your right of expression and in no way wishes to discourage you from exercising this right. However, it is also cognizant of the sensitive nature of the information that volunteers may acquire in the course of performing their duties and the concurrent obligation to refrain from disclosing confidential information. If you, at any time, encounter a situation in which you are unsure as to how to act, based on the potential for release of confidential information, you must immediately contact your supervisor to discuss the matter and obtain direction.

DISCRIMINATION AND SEXUAL HARASSMENT IS AGAINST THE LAW

The California Constitution of the state of California fully guarantees and protects each student's fundamental right to a public education. The California Legislature has enacted numerous laws designed to promote equality in educational opportunities and to safeguard students against discriminatory practices in public schools.

School districts and their employees and volunteers are prohibited from sponsoring any activity or from giving instruction that adversely reflects upon persons because of their race, sex, color, creed, handicap, national origin, ancestry, or any other classification covered under the law. Instructional material used in public schools must not include matter which is discriminatory. Violations of any of these laws should be brought to the attention of the Superintendent or governing body of the School District.

The Office for Civil Rights (OCR) enforces five federal statutes that prohibit discrimination in programs and activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the Civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; and age discrimination is prohibited by the Age Discrimination Act of 1975.

Any sexual harassment or other sex discrimination in educational institutions against students or nonstudents is prohibited. Furthermore, any form of sexual harassment or other sex discrimination in any academic, athletic, or extracurricular program or activity is prohibited. This prohibition of sexual harassment and discrimination extends to both academic and non-academic personnel in employment as well.

DRUG AND ALCOHOL-FREE WORKPLACE

Volunteers/chaperones are one of the most valuable resources for an educational organization and their health and safety is therefore a serious concern. The Adelanto Elementary School District will not tolerate any drug use that impedes the health and well-being of its employees or threatens its operation.

The use of illegal drugs and the abuse of other controlled substances, on or off duty, are inconsistent with law-abiding behavior expected of all citizens. Anyone who uses illegal drugs on or off duty tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the operation of the Adelanto Elementary School District.

Online Volunteers/Chaperones Application - [Online Volunteer/Chaperone Application](#)
Volunteer/Chaperones Application Process & Frequently Asked Questions –
[Volunteer/Chaperone Process & Frequently Asked Questions](#)

Acceptable Identification (DOJ) – [Acceptable Identification](#)

GUIDELINES FOR VOLUNTEER CHAPERONES OVERNIGHT FIELD TRIPS

Thank You for Your Support!

Adelanto Elementary School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is our paramount concern, Adelanto Elementary School District has established procedures for screening all school volunteers who may have unsupervised access to children. Please check the District website “Volunteering at AESD” for the latest requirements. No volunteer may chaperone a field trip until the background check and other requirements are completed. If you have recently moved to California State and plan to chaperone an overnight field trip, the District may require you to be fingerprinted so we may access other states’ criminal history databases. Please allow sufficient time to complete this requirement before the scheduled field trip departure date.

The District also requires that volunteer chaperones be at least 21 years old to supervise students in grades 6-8.

Guidelines for Volunteer Chaperones

Prior to your field trip, the lead chaperone will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the lead chaperone or the building principal/program manager.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Be sure you are familiar with the Adelanto Elementary School District' Code of Conduct.
2. In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco in the presence of, or within the sight of, students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents. If a student will not follow your reasonable requests to comply with behavior and safety rules, please notify the lead chaperone or other District staff chaperone promptly.
4. Students must be supervised at all times while at District-sponsored events. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available 24/7, be mindful of safety concerns, and respond to students' needs.
5. Night-time supervision can present different challenges. Chaperones should not be sleeping in the same rooms with students, but must ensure that students are in their rooms and not engaged in prohibited activities. This will generally mean a bed check at lights out and at least one additional check during the night. Your lead chaperone will help you understand the requirements and procedures for specific locations where students will be lodging. Different rules may need to be established for locations where students are staying in a gym, in open cabins or other non-traditional lodgings.

6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Other than the spouse or partner of a chaperone, with prior written approval of the principal, family members or friends of a chaperone may not participate in a District sponsored overnight field trip.
8. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I have a personal emergency, please contact:

Printed Name	Relationship	Daytime Phone
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I acknowledge that I have received a copy of the "Guidelines for Volunteer Chaperones- Overnight Field Trips," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name _____	Date _____
Printed Name	

Name _____
Signature

ACKNOWLEDGMENT OF THE RECEIPT OF VOLUNTEER/CHAPERONE HANDBOOK

My signature below confirms that I have received a copy of the Volunteer/Chaperone Handbook. I agree to follow and abide by all of the procedures, rules, and policies that it contains. I understand that the Volunteer/Chaperone Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of the Adelanto Elementary School District. From time to time, I may receive updated information concerning changes in policy. I am aware that I may ask questions about procedures, rules, and policies.

Volunteer's Name (Print)

Volunteer's Signature

Date signed

Administrator's Name (Print)

Administrator's Signature

Date signed

Revised: November 14, 2023