



LCPS Visitor/Volunteer Policy and Guidelines

(Adopted June 12, 2019; amended on ~~August 3, 2021~~ December XX, 2021), español abajo

Purpose and Background

At Lighthouse Community Public Schools, we believe that we can only achieve our mission of preparing students for college and a career of their choice with the support of our entire community. We welcome the helping hands of volunteers and community members and believe that everyone has something meaningful to contribute to our school. **Volunteerism by parents is encouraged but not mandatory.**

To that end, we have created a volunteer policy that both protects the safety of our students and schools and promotes participation from all groups. We define a volunteer as someone who performs hours of service for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation. Volunteers may or may not be family members of students as further outlined below. A volunteer must be at least eighteen (18) years of age.

There are two (2) types of volunteers at Lighthouse: 1) supervised and 2) unsupervised. Supervised volunteers are those who remain in the same room as a Lighthouse faculty or staff member when working with students. (i.e. a classroom helper). An unsupervised volunteer is one that works one-on-one with students away from the direct supervision of Lighthouse staff. (i.e. tutoring a student one-on-one).

Volunteers may include parents/legal guardians or community members who are not parents or legal guardians. Volunteers may serve only occasionally (less than ten (10) days for parents/legal guardians and less than seven (7) days for community members, within a school year) or on an ongoing basis having frequent or prolonged contact with students. Depending on the category and type of volunteer, volunteer service is subject to different safety requirements to be cleared to serve as a volunteer in our schools.

As a member of our educational team, we welcome the suggestions and opinions of volunteers. However, it is the professional staff that is held responsible by law for decisions that are made regarding the instruction of students and the management of the school.

All volunteers must complete a volunteer application form (provided to all parents at registration) and comply with the volunteer guidelines outlined herein.

Safety Requirements

1. All volunteers of more than two (2) supervised days, regardless of assignment, must fill out and submit a volunteer application form.
2. All volunteers of more than two (2) supervised days must submit proof of an up to date negative TB test. (In compliance with Ed Code section 49406(m)).

3. Supervised volunteers of less than ten (10) days if a parent/legal guardian, or less than seven (7) days if a community member, are not required to complete a criminal background check.
4. Unsupervised volunteers, no matter what length of service must successfully complete a criminal background check. LCPS covers the cost of fingerprinting for parent/legal guardian volunteers.
5. **Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.**

All volunteers must be cleared by the Human Resources Department and a record of their application and fulfillment of all safety requirements must be on file before commencing any volunteer service beyond two (2) supervised days. A list of cleared volunteers will be shared with appropriate school personnel and once volunteer applicants are cleared, they and the school will be notified. All unsupervised volunteers will be issued a volunteer clearance badge with their name and status that must be worn at all times when on site in their capacity as a volunteer. Any other supervised or occasional volunteers will be issued a visitor's pass for each volunteer engagement and must wear it at all times. Please refer to our Volunteer page on the LCPS website for further information and to submit the volunteer application.

Volunteer Guidelines

Supervision of Volunteers

Volunteers always work under the direct supervision of the professional staff at each site and only with those teachers who have requested the services of the volunteer. The school is responsible for the safety and well-being of each student. For this reason, the school will dismiss any volunteer whose actions are not in the best interest of the school or students.

Confidentiality

As volunteers work with the staff and students, information of a confidential nature may be shared with them. The problems, abilities, relationships, and confidences of students, their parents, and the staff cannot not be discussed with anyone who does not have a professional right or need to know them. Like teachers, volunteers are bound to a code of ethics to safeguard confidential pupil and personnel information.

Volunteers are prohibited from discussing a child's school progress or difficulties with the child's parent. This is the teacher's responsibility.

Occasionally, a child may confide in a volunteer about family matters or personal problems. Volunteers must keep this information confidential, or if it is important for the school to have this information in order to help the student in any way (e.g., related to the child's general health, safety, and/or well-being), the volunteer must discuss the child's conversation with the teacher or principal. More importantly, if a volunteer suspects child abuse or neglect, the volunteer is obligated to immediately notify the child's teacher and the appropriate school administrator. All volunteers are encouraged, and any ongoing volunteer is required, to complete training in how to recognize signs of child abuse and neglect.

Volunteers must sign in agreement that they have read and understand and agree to follow the Family Educational Rights and Privacy Act ("FERPA") Policy.

Discipline

The responsibility of disciplining students rests on the professional staff at Lighthouse. Volunteers must support students in following the rules and guiding principles of the school, but report any discipline issues to the teacher or supervising staff with whom the volunteers are working.

This Policy does not authorize LCPS to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

Dress and Behavior

A volunteer's speech, behavior, and dress must serve as a positive model for our students to follow. Casual clothing is fine, but we ask that attire be neat and appropriate for a school. Volunteers must wear their volunteer badge or visitor's pass at all times when volunteering with the school.

Volunteer Commitment

Before agreeing to volunteer, volunteers must carefully consider the commitment they are making. The work volunteers do is important. Volunteers should avoid promising more time than they may be able to commit.

Responsibility

We know there will be times when volunteers will be ill, on vacation, or unable to volunteer. Volunteers must communicate with the school or their supervisor (via phone, email, or text) as far in advance as possible when they are unable to volunteer.

School Rules

Volunteers must become familiar with the rules and policies of our school by reading through the student/family handbook. Always consult with school staff for guidance when needed. All volunteers must sign in and out with the front desk during every day of their volunteer service to provide an accurate record of who is onsite for safety purposes including in the case of an emergency.

Volunteer At-Will

Serving as a volunteer is a privilege, not a right. To that end, Lighthouse may terminate a volunteer's services at any time with or without cause or advance notice, at the school's sole and unreviewable discretion.

LCPS is grateful to anyone who wants to volunteer in our schools as through this service volunteers are living our core values of love, community, agency, integrity, and social justice.

Visitation

Visits during school hours should first be arranged with the teacher and Principal or designee, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents/guardians seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Principal or designee.

All visitors (including volunteers) shall register in the Visitors Log Book and complete a Visitor's Permit in the main office immediately upon entering any school building or grounds when during regular school hours. When

registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.

If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. LCPS shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by LCPS, consistent with the law. The LCPS Board of Directors and Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.

For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.

Except for unusual circumstances, approved by the Principal, LCPS visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.

While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and Principal's written permission.

Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.

The Principal, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.

The Principal may direct a visitor without lawful business on campus to leave campus when the visitor's presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities. Any visitor who is directed to leave by the Principal or designee will not be permitted to return to the Charter School campus for at least seven (7) days.

The Principal or designee may withdraw consent to be on campus for up to fourteen (14) days even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt LCPS's orderly operation. Consent shall be reinstated whenever the Principal has reason to believe that the presence of the person will not constitute a substantial and material threat to the orderly operation of the School campus. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written request shall state the address to which notice of hearing is to be sent. The Principal shall grant such a hearing not later than seven (7) days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.

The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if the visitor reenters the school without following the posted requirements the visitor will be guilty of a misdemeanor.

At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this Policy.

The Principal or designee may seek the assistance of the police in managing or reporting any visitor in violation of this Policy.

Penalties

Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, the visitor will be guilty of a misdemeanor, which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.

Under California Education Code section 44811, any parent, guardian, or other person whose conduct materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and is punishable, upon the first conviction, by a fine of no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both, the fine and imprisonment.

Disruptive conduct may lead to LCPS's pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

Health

All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g. fever, coughing) may be denied registration. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. LCPS reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.

Política y directrices de voluntarios de LCPS

(Aprobada el 12 de junio de 2019; modificada el 3 de agosto de 2021)

Propósito y antecedentes

En Lighthouse Community Public Schools, creemos que solo podemos lograr nuestra misión de preparar a los estudiantes para la universidad y una carrera de su elección con el apoyo de toda nuestra comunidad. Damos la bienvenida a las manos amigas de los voluntarios y miembros de la comunidad y creemos que todos tienen algo significativo que aportar a nuestra escuela.

Con ese fin, hemos creado una política de voluntariado que protege la seguridad de nuestros estudiantes y escuelas y promueve la participación de todos los grupos. Definimos a un voluntario como alguien que realiza horas de servicio por razones cívicas, caritativas o humanitarias sin promesas, expectativas o recepción de compensación. Los voluntarios pueden o no ser miembros de la familia de los estudiantes como se describe más adelante. Un voluntario debe tener al menos dieciocho (18) años de edad.

Hay dos (2) tipos de voluntarios en Lighthouse: 1) supervisados y 2) no supervisados. Los voluntarios supervisados son aquellos que permanecen en la misma habitación que alguien del cuerpo académico de Lighthouse o un miembro del personal cuando trabajan con estudiantes. (es decir, un ayudante de aula). Un voluntario sin supervisión es aquel que trabaja uno a uno con los estudiantes lejos de la supervisión directa del personal de Lighthouse. (es decir, tutoría individual de un estudiante).

Los voluntarios pueden incluir padres / tutores legales o miembros de la comunidad que no son padres o tutores legales. Los voluntarios pueden servir solo ocasionalmente (dentro de un año escolar, menos de diez (10) días para los padres / tutores legales y menos de siete (7) días para los miembros de la comunidad) o de manera continua teniendo contacto frecuente o prolongado con los estudiantes. Dependiendo de la categoría y el tipo de voluntario, el servicio voluntario está sujeto a diferentes requisitos de seguridad para ser autorizado para servir como voluntario en nuestras escuelas.

Como miembro de nuestro equipo educativo, damos la bienvenida a las sugerencias y opiniones de los voluntarios. Sin embargo, es el personal profesional el que se hace responsable por ley de las decisiones que se toman con respecto a la instrucción de los estudiantes y la gestión de la escuela.

Todos los voluntarios deben llenar un formulario de solicitud de voluntariado (proporcionado a todos los padres en el momento de la inscripción) y cumplir con las pautas de voluntariado descritas en este documento.

Requisitos de seguridad

1. Todos los voluntarios de más de dos (2) días supervisados, independientemente de la asignación, deben llenar y presentar un formulario de solicitud de voluntariado.
2. Todos los voluntarios de más de dos (2) días supervisados deben presentar constancia

de una prueba de tuberculosis negativa actualizada. (En cumplimiento con la sección 49406(m) del Código Ed).

3. Los voluntarios supervisados de menos de diez (10) días, si es un padre / tutor legal, o menos de siete (7) días si un miembro de la comunidad, no están obligados a completar una verificación de antecedentes penales.

4. Los voluntarios no supervisados, sin importar la duración del servicio, deben completar con éxito una verificación de antecedentes penales. LCPS cubre el costo de la toma de huellas dactilares para los padres / tutores legales voluntarios.

Todos los voluntarios deben ser autorizados por el Departamento de Recursos Humanos y un registro de su solicitud y el cumplimiento de todos los requisitos de seguridad debe estar en el archivo antes de comenzar cualquier servicio voluntario de más de dos (2) días supervisados. Se compartirá una lista de voluntarios autorizados con el personal apropiado de la escuela y una vez que los solicitantes voluntarios sean autorizados, ellos y la escuela serán notificados. A todos los voluntarios no supervisados se les emitirá una insignia de autorización de voluntariado con su nombre y función, la cual debe usarse en todo momento cuando estén en la sede en su calidad de voluntarios. Cualquier otro voluntario supervisado u ocasional recibirá un pase de visitante para cada participación voluntaria y deberá usarlo en todo momento. Consulte nuestra página de Voluntarios en el sitio web de LCPS para obtener más información y para enviar la solicitud de voluntariado.

Directrices para voluntarios

Supervisión de voluntarios

Los voluntarios siempre trabajan bajo la supervisión directa del personal profesional en cada sede y solo con aquellos profesores que han solicitado los servicios del voluntario. La escuela es responsable de la seguridad y el bienestar de cada estudiante. Por esta razón, la escuela despedirá a cualquier voluntario cuyas acciones no sean en beneficio de la escuela o los estudiantes.

Confidencialidad

A medida que los voluntarios trabajan con el personal y los estudiantes, la información de naturaleza confidencial puede ser compartida con ellos. Los problemas, habilidades, relaciones y confidencias de los estudiantes, sus padres y el personal no pueden ser discutidos con nadie que no tenga un derecho profesional o necesite conocerlos. Al igual que los maestros, los voluntarios están obligados a un código de ética para salvaguardar la información confidencial de los alumnos y el personal.

Los voluntarios tienen prohibido discutir el progreso escolar de un niño o sus dificultades con los padres del niño. Esta es la responsabilidad del maestro.

Ocasionalmente, puede que un niño puede hablar con un voluntario sobre asuntos familiares o problemas personales. Los voluntarios deben mantener esta información confidencial, o si es importante que la escuela tenga esta información para ayudar al estudiante de alguna manera (por ejemplo, relacionada con la salud, seguridad y/o bienestar general del niño), el voluntario debe discutir la conversación del niño con el maestro o director. Más importante aún, si un voluntario

sospecha de abuso o negligencia infantil, el voluntario está obligado a notificar inmediatamente al maestro del niño y al administrador de la escuela correspondiente. Se alienta a todos los voluntarios, y se requiere cualquier voluntario en curso, a completar la capacitación sobre cómo reconocer los signos de abuso y negligencia infantil.

Los voluntarios deben firmar un acuerdo que han leído y entendido y están de acuerdo en seguir la Política de la Ley de Derechos Educativos y Privacidad de la Familia ("FERPA").

Disciplina

La responsabilidad de disciplinar a los estudiantes recae en el personal profesional de Lighthouse. Los voluntarios deben apoyar a los estudiantes a seguir las reglas y los principios rectores de la escuela, pero deben reportar cualquier problema de disciplina al maestro o al personal supervisor con el que los voluntarios están trabajando.

Esta Política no autoriza a LCPS a permitir que un padre/tutor sea voluntario o visite el campus si hacerlo entra en conflicto con una orden de restricción válida, una orden de protección o una orden de custodia o visitación emitida por un tribunal de jurisdicción competente.

Vestimenta y comportamiento

El habla, el comportamiento y la vestimenta de un voluntario deben servir como un modelo positivo para que nuestros estudiantes lo sigan. La ropa casual está bien, pero pedimos que el atuendo sea limpio y apropiado para una escuela. Los voluntarios deben usar su insignia de voluntario o pase de visitante en todo momento cuando se ofrecen como voluntarios con la escuela.

Compromiso voluntario

Antes de aceptar ser voluntarios, los voluntarios deben considerar cuidadosamente el compromiso que están haciendo. El trabajo que hacen los voluntarios es importante. Los voluntarios deben evitar prometer más tiempo del que pueden ser capaces de comprometer.

Responsabilidad

Sabemos que habrá momentos en que los voluntarios estarán enfermos, de vacaciones o no podrán ser voluntarios. Los voluntarios deben comunicarse con la escuela o su supervisor (por teléfono, correo electrónico o texto) con la mayor antelación posible cuando no pueden ser voluntarios.

Reglas de la escuela

Los voluntarios deben familiarizarse con las reglas y políticas de nuestra escuela leyendo el manual del estudiante / familia. Siempre consultar con el personal de la escuela para obtener orientación cuando sea necesario. Todos los voluntarios deben iniciar y cerrar su sesión en la recepción durante todos los días de su servicio voluntario para proporcionar un registro preciso de quién está en el lugar por motivos de seguridad, incluso en el caso de una emergencia.

Voluntario a voluntad

Servir como voluntario es un privilegio, no un derecho. Con ese fin, Lighthouse puede terminar los

servicios de un voluntario en cualquier momento con o sin causa o aviso previo, a la sola discreción de la escuela.

LCPS agradece a quien quiera ser voluntario en nuestras escuelas, ya que a través de este servicio los voluntarios están viviendo nuestros valores fundamentales de amor, comunidad, agencia, integridad y justicia social.

Salud

Se les pide a todos los visitantes que cumplan con los protocolos de salud y seguridad actuales obligatorios y recomendados. A los visitantes (incluidos los voluntarios) que demuestren signos de una enfermedad contagiosa (por ejemplo, fiebre, tos) se les puede negar el registro. Cuando lo recomiende o solicite el Departamento de Salud Pública, los visitantes deberán usar equipo de protección personal, como mascarillas cubrebocas, y practicar el distanciamiento social. LCPS se reserva el derecho de implementar medidas adicionales para la protección de su comunidad escolar, como exigir controles de temperatura de la frente antes de la entrada en la misma medida en que se utilizan para estudiantes y empleados.