

GRIEGOS ELEMENTARY SCHOOL:

4040 San Isidro St. NW, 87107

OFFICE: 345.3661

FAX: 344.2565

CAFETERIA: 253.9267

WEBSITE:

Griegos.aps.edu

OFFICE HOUR

7:25 AM TO 3:00 PM



SCHOOL MASCOT: Mustangs

SCHOOL COLORS: Blue and Gold

BELL SCHEDULE:

7:45 FIRST BEL

7:50 TARDY BELL

2:00 DISMISSAL

RECREATION PROGRAM:

Call: 767.6585 or 311

Hours: 7:00am - 7:45am and 2:00pm - 6:00pm

Follows APS Schedule (Including Inclement weather)

VISITORS/VOLUNTEERS:

While encouraging parent participation, we must also consider the safety of every child in the district by requiring a background check from volunteers prior to any volunteer activity at any APS school. The background check will be conducted based on information obtained within the online application.

When you volunteer or visit our school, **PLEASE:**

- **Check into the office and record your presence at the school by signing in and out and wearing a visitor name tag.**
- Visitors may **NOT** be on campus (classroom, playground, or halls) without first checking into the office.
- Any person seen on campus without a visitor/volunteer name tag will be asked to report to the office **IMMEDIATELY**.
- **NO ONE IS EXEMPT FROM THESE POLICIES AT ANY TIME.**
- We appreciate your discretion and trustworthiness for respecting the confidences of the teachers and children.
- **ALL VOLUNTEERS SHALL BE REQUIRED TO HAVE A CURRENT BACKGROUND CHECK** per APS School Volunteer Policy.
- Any parent volunteer may have the cost of the background check reimbursed after completing 10 hours of logged in volunteer work at the school.
- Perform volunteer work under the direction of assigned teacher and/or school administrator.
- All electronic devices should be turned off as they are a distraction to the learning environment.
- Please remember when you are volunteering, you are here for students and teachers. Please keep conversations to a minimum.
- Remember your child and all children are learning from you.
- **An APS background check is a requirement for field trips to ensure student safety. For the safety of your child and all children, it's important that any adult on a field trip be cleared as an approved volunteer.**

Griegos ES Drop-off / Pick-up Map



DROP OFF AND PICK-UP:

Parent may use the student drop-off lane off of Valley Pool Rd. or you may park in the gym parking lot to load/unload students. The front parking lot is **not** for drop-off or pick-up; this is dangerous. It is for staff parking **only**.

When using the student drop off lane:

- All drop-off and pick-up are to be from the PASSENGER side of the vehicle next to the CURB.
- Please pull forward all the way .
- Please follow the directions of Duty Teacher to ensure student safety.
- Do **NOT** double park in this area.
- Do **NOT** pass other cars in the lane. Please wait for all vehicles in front of you to proceed out.
- Observe the posted speed limit of **5 mph**.
- Do **NOT** park and leave your vehicle for any reason in this area.
- Do **NOT** park in the HANDICAP area without appropriate visible vehicle identification.

When using the gym parking lot:

- Do **NOT** use this parking lot as a drive through.
- You must **PARK** your vehicle and **WALK** your children to the designated area.
- Do **NOT** park in the HANDICAP space without appropriate visible vehicle identification.

General parking information:

- Parents may **NOT** park in the front parking lot at any time. This parking lot is for staff **ONLY**.
- Do **NOT** block bus lanes, crosswalks, cars, and handicap parking.
- PLEASE always follow the directions of the duty staff.
- Please model **GOOD** driving habits. Remember your children are learning from you.

LEAVING SCHOOL:

A parent or previously designated adult must check out children leaving anytime before the regular dismissal time. Please initiate this procedure in the school office. Students will **NOT** be called from their classroom to meet parents in the office. **Please have identification with you when you pick up your child.** This helps to ensure the safety of all of our students. Students will not be allowed to leave the campus early by themselves. We ask that you do not pick up students early at the end of the day, as it is disruptive to the instructional process.

EARLY PICK-UP:

Students will **NOT** be released to individuals not listed on the emergency pick-up form in the office. We encourage you to plan appointments for your child after the school day. Do **NOT** step into the classroom before dismissal to meet your child. If you must pick up your child early in the afternoon, do so before 1:00 pm. The last hour is critical and any disruption is compounded by early dismissals.

LATE PICK-UP:

Dismissal is at 2:00 pm. Students must be picked up promptly at 2:00 pm. Any student left after 2:00 pm must be signed out in the office by a parent/guardian. Any student left after 2:30 pm (the end of staff duty day) will be reported to APS security.

Discipline Policies and Procedures

Discipline policies and procedures at Griegos Elementary School are intended to create a safe and caring community, prevent harm through prevention, support and encourage good character, build respectful relationships between staff and students, and teach students to take responsibility for their behavior.

Individual teachers determine classroom rules and management procedures. School-wide rules are enforced by duty teachers on the playground during recess, in the cafeteria during lunch, and in other school sponsored classes and activities.

Positive behavior is reinforced through “Catch Me Rewards” that are given weekly through the office. Students are acknowledged and rewarded for “doing the right thing”.

When behavior interventions are needed, support systems for students include The Health and Wellness Team, Individual Behavior Plans, and the Mustang Mentor Program.

In order to maintain a safe and positive learning environment at Griegos, the following discipline interventions will apply to all students when necessary:

Tier I Behavior Interventions

Tier I Behavior Interventions occur when classroom discipline policies and/or playground rules have been disregarded. Parents may or may not be contacted. Tier I Interventions and consequences are at the discretion of the teacher.

Examples include: not following directions, excessive talking, running or wandering in the class, teasing/put downs, inappropriate language, interrupting, name calling, mocking, refusing to work, etc.

Tier II Behavior Interventions

Tier II Behavior interventions occur when more than a simple correction or reminder is needed. Class documentation is kept for first time offenses. On-going issues, or more severe types of behavior receive a “Safe at School” referral from the staff member who witnessed the event. Parent contact and signature on the referral form is required. In-school detention may be a consequence.

Examples include: arguing (defiance of authority), cheating/lying, throwing objects, hurting behaviors, play fighting, verbal threats, bad language/gestures,

Tier III Behavior Interventions– Administrative Intervention

Tier III Behavior Interventions address more serious behaviors that require immediate action and consequences. This could be a severe first time incident or involve more than one “Safe at School” detention form. Parents are contacted and additional intervention supports are implemented. Out of school suspension may be a consequence.

Examples include: bullying, sexual harassment, biting, spitting, hitting, fighting, verbal threats with intimidation, defacing or destroying property, vandalism, theft, open defiance of authority, throwing rocks or objects at others, gestures (including gang signs)

Behaviors that always require administrative involvement are: physical fighting, bullying, harassment, discrimination, and possession of weapons or illegal substances.

Health and Wellness

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. Griegos Elementary has a commitment to teach children through nutrition curriculum, district approved school lunches and a vigorous Physical education program.

Griegos strongly encourages the guidelines laid out in Healthy Kids New Mexico:

Eat 5 or more fruits and vegetables a day, Trim screen time to 2 hours a day, Be active for at least 1 hour a day, and Drink lots of water every day, Kids ages 7-10 should have no more than 24 grams or 6 teaspoons of sugar daily

Health and Wellness Continued...

Check the labels on your kids food and be mindful of what you send in to share with other kids. These treats multiply and can add up over time, and some parents do not want their children to eat sugary snacks at school.

"Classroom celebrations and snacks are a wonderful opportunity for teachers and parents to be partners in healthy eating to reinforce and extend classroom nutrition lessons" said Registered Dietitian Tracy Witmer, with Dairy Council of CA.

"However, this movement toward healthier choices does not have to mean the end of fun and enjoyment for students. Nutrient-rich food choices can be just as tasty and fun as previous classroom treats."

PROCEDURE FOR REPORTING AND RESPONDING TO BULLYING:

To qualify as bullying, an incident must involve an imbalance of power between the aggressor and target. Bullying usually involves multiple incidences, the aggressor and the target have drastically different reactions to the incident, and the target feels powerless to self-advocate.

PROCEDURE FOR REPORTING AN INCIDENT OF BULLYING BEHAVIOR

1. Parents and staff are directed to report any incidents of bullying to the Principal, Teacher, or Counselor.
2. Students may bring the incident to the attention of a Teacher, Counselor, Principal or any school personnel.
3. A procedure is in place for students to anonymously report bullying.

SCHOOL POLICY ON DEALING WITH INCIDENTS OF BULLYING

1. Reported incidents are investigated and documented. The student who is alleged to be the aggressor and the alleged target are interviewed separately.
2. The parents of all students involved are notified.
3. All incidents of bullying are viewed as serious offenses.
4. The student who is the target may be referred to the School Counselor to develop skills to deal with bullying behavior.
5. If disciplinary steps are warranted, the aggressor may be:
 - A) Ticketed using the Discipline Ticket.
 - B) Referred to the School Counselor to learn empathy skills and alternative ways of dealing with peers.
 - C) Advised that if they do not stop the behavior, they will be requested to remain at home for a one day suspension (or in-school suspension) to reflect on their behavior.
 - D) Advised that if the behavior continues, they will be recommended for suspension for a period up to 3 days.
 - E) Advised that if the behavior continues, the police will be involved.

SCHOOL BULLY PREVENTION AND EDUCATION PROGRAM

1. Students will be taught that: **I will not bully and I will report bullying to an adult.** School rules are taught by teachers and enforced by the Counselor, Teachers, and all staff.
2. All students will be given classroom guidance to address bullying behavior. Second Step (K-2nd) and Steps to Respect (3rd-5th) will be used as curriculum in the classrooms, and taught by the School Counselor. In addition to Recognizing, Refusing and Reporting Bullying, Conflict Resolution, Problem-Solving, and Anger Management are taught to all students.
3. Mediation by the School Counselor is available to all students to prevent the escalation of conflicts.

PERSONAL BELONGINGS:

Students are NOT allowed to bring personal belongings to school. That includes toys, large amounts of money, electronic games, etc. These items will be taken away from the students and kept in the office until a parent can pick them up.

ATTENDANCE:

PLEASE call the office at 345.3661 before 8:30 am the morning your child will be absent. Attendance is mandatory per New Mexico State Statutes and is very important. Students that have more than 10 days excused or unexcused absences may be referred to Children's Court. School messenger will automatically call parents/guardians each time your child is not in school.

If your child is absent from school due to illness, a death in the family, religious commitment, family emergency, diagnostic testing, doctor's appointment, or other emergency accepted by the district, your child will be allowed to make up work missed.

If the school does not hear from the parent/guardian before 10:30 am, the absence will be reported as unexcused. These absences are verified on a daily basis with appropriate action taken by the district. Please refer to the APS Student Behavior Handbook. You are given only 3 days to report an excused absence.

ARRIVAL:

Students may enter their classrooms after the 7:45 am bell. Class instruction begins at 7:52. Students must be in their seats ready to learn when the bell rings. **STUDENTS MAY NOT BE AT SCHOOL BEFORE 7:30 AM**, unless they are enrolled in the before school recreation program. We are not responsible for children left on the school grounds prior to 7:30 am. Staff supervision of students begins at 7:30 am.

TARDIES:

Any student arriving after 7:50 am will be marked tardy. If you arrive after the bell rings, students must come to the office for a tardy slip with a parent or guardian so that they are not marked as an unexcused absence for the day. If a student has 10 or more unexcused tardies in a school year, the student may be referred to the Children's Court. School messenger will automatically call parents/guardians each time your child is late for school.

HOMEWORK:

The Griegos staff observes the APS policy regarding homework. Homework will be appropriate and effective, selected and planned to provide reinforcement, direct study, enrichment experience and individualization that is not possible in the classroom. It will be reasonable, limited and purposeful.

FIELDTRIPS:

An APS background check is a requirement for field trips to ensure student safety. For the safety of your child and all children, it's important that any adult on a field trip be cleared as an approved volunteer.

Siblings are NOT allowed on fieldtrips. Having a young child interrupts procedures, disrupts the students, and prevents the volunteer from giving full attention to the work.

For the safety of students, buses will be used for all field trips. Personal vehicles can NOT be used to transport students.

No overnight field trips are approved by APS. Trips with students taken other than during school hours are not sanctioned by APS

ABBREVIATED DAY:

An abbreviated day is when school cannot be opened for the regular schedule due to extreme weather conditions or some other emergency. Starting and dismissal times on an abbreviated day are as follows:

FIRST BELL 9:45 AM

TARDY BELL 9:50 AM

DISMISSAL BELL 2:00 PM

Bus students will be picked up and lunch will be served. The morning recreation program is cancelled on abbreviated days. In the event of an early dismissal due to weather there will be no after-school rec. program.

BICYCLES, SKATEBOARDS, ETC.:

Bike locks and helmets are mandatory.

Bicycles are to be walked on school grounds.

Roller blades, skate shoes, skateboards, and scooters are to be carried on school grounds.

Bicycles, roller blades, skate shoes, skateboards, and scooters are **NEVER PERMITTED ON THE COURTYARD** or to be used at the school to ensure the safety of all students and visitors.

TELEPHONE USE:

The school telephones are for official use only. Students are not permitted to use the school phones except in an emergency. All afterschool activities should be planned before they come to school. Permission slips, overdue books, homework, and lunch money are routine school matters and are **NOT** considered emergencies.

For the safety and security of all students, the office does **NOT** accept messages by phone to change your child's after school procedures. So, please make sure your child knows what to do after school. In case of an emergency, you may fax a copy of your instructions along with a copy of your ID before 1:00 pm to 344.2565.

CELL PHONES:

All devices should be turned **OFF** and kept in the child's backpack. The school is not responsible if the device is lost, stolen, or damaged. In the event of an incident involving a cell phone it will be brought by the student to the office and a parent will have to come to the office to pick it up.

CAFETERIA:

Breakfast is served from 7:30-7:40 am.

Your child may pay for their meal daily. However, we encourage families to prepay your student's meals in the cafeteria or at myLunchMoney.com. You can reach the cafeteria at 253-9267 or 345-3661 ext. 55994.

Lunch applications **must** be filled out for each family each year.

Parents will be notified of meal charges through our parent notification system, School Messenger.

SCHOOL DRESS CODE:

Griegos expects student dress and proper grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere. Proper grooming means only faux-hawks are allowed at school as long as hair is not shaved and spiked from the front to the back of the head. Razor cut designs and mohawks are **not** acceptable. Coloring of hair and highlights are acceptable.

- Appropriate children's wear should not be too tight, suggestive, or revealing.
- Shirts and tops need to cover the child below the waistline. Crop tops, halters, tube tops, spaghetti straps, racer backs, etc. are not acceptable. Sleeveless shirts are acceptable as long as the armholes are not so pronounced as to expose the chest.
- Shorts are acceptable, but must be long and loose. Excessively short or tight shorts are not acceptable.
- Hats are **NOT** allowed inside buildings, except when there is a specific instructional, safety, religious, or medical reason.

Included in appropriate dress is clothing appropriate for weather. We ask that you **label your children's outer wear** to prevent confusion with lost and stolen items. Items left at school at the end of the year will be donated to a charitable organization.

STUDENT HEALTH:

Griegos has the services of a school nurse 2 days a week and a health assistant is here daily. They are committed to maintain a healthy environment that will enhance the learning and well being of all the students. All students entering an APS school for the first time must present a certificate showing immunization against diphtheria, tetanus, pertussis, polio, and measles (rubella and rubella). It is against New Mexico State Law for students who are not current with their immunizations to attend class.

MEDICATION:

APS policy regarding medication states that no one on the school staff, except the nurse, may administer medication to students. In the absence of the nurse, the health assistants supervises the self administration of medication by the student. Forms signed by the student's doctor are required for a student to receive any prescription medication, as well as any over the counter medication taken for more than 5 consecutive school days. Students are allowed to have over the counter medication available in the health office on an as needed basis provided a parent completes the appropriate form and the medication comes to school in the original packaging. These forms are available in the health office. In any case, the school nurse is the only one who can transcribe orders. All medications are kept in a locked cabinet in the health office. Students will be allowed to carry emergency medication (inhalers, epi-pens, and diabetic supplies) with them, provided the appropriate form has been signed by the parent and doctor. Any medication brought to school by a student must be taken to the health office before the start of the day. Students will NOT be allowed to keep their medication with them on campus.

EMERGENCY CONTACTS:

Parents are responsible for frequently updating their contact information in the school office, health office and with the student's teacher.

ILLNESS:

In an effort to provide a healthy environment for all students, the health staff treats all students who are ill by taking their temperature, checking symptoms, and administering appropriate care. If warranted, the health office will contact the parent to pick up their student.

Any student who has experienced a fever, persistent cough, vomiting, and/or diarrhea within 24 hours of the school day needs to be carefully evaluated before coming to school. If your student is not fully recuperated from an injury or illness, please keep your student at home.

ACCIDENTS:

Should a student be involved in a serious accident, the school will make every effort to contact a parent immediately. Therefore, it is extremely important that the health office have current emergency contact information. Office personnel will call 911 only in a situation deemed appropriate by the health office or the principal.

PHYSICAL EDUCATION:

P.E. is a regular part of our curriculum and all children are expected to participate. Exceptions can be made only with a physician's written statement. **PLEASE MAKE SURE YOUR CHILD WEARS TENNIS SHOES ON THEIR SCHEDULED P.E. DAY.** Information will be provided by your child's P.E. instructor and or classroom teacher.

STUDENT PLACEMENT POLICY:

No changes in placement will be considered until the student has been in his/her assigned class for a minimum of 20 days. Should a change in placement ultimately be approved, the new placement will be based , in part, on existing class size compositions.

- The parent makes an appointment through the office to observe in the classroom during instructional time and then observe for a period of 30 minutes or more.
- The parent makes an appointment with the teacher to discuss concerns and expectations after the observation.
- If this does not resolve the problem, then:

The parent writes a letter to the principal with a copy for the teacher, stating the reason(s) for the requested change in placement. (The teacher has the option of seeking support in an effort to respond to the parent's concerns.)

- The parent, teacher, and principal will then meet to discuss the change request and attempt to come to consensus about approving or disapproving the change in placement. If the group is unable to reach consensus, the final decision is made by the principal. If the change in placement is approved, the new placement will be made considering existing class size and compositions.

Acceptable Use of Networks, Including the Internet

Social Media/ Social Networking

Student use of social media or social networking that disrupts the instructional day may result in disciplinary action. Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of Albuquerque Public Schools activities. All users shall use the computers and computer networks in a responsible, ethical, and polite manner. Violation of this procedural directive shall be grounds for school disciplinary action.

Email

Email services and systems may be provided by Albuquerque Public Schools. The data stored in these systems shall be considered, at all times, the property of Albuquerque Public Schools. As such, all messages created, sent, received or stored in the systems shall be considered the property of Albuquerque Public Schools, except for any data covered by copyright or other legal property protection.

Internet

The Internet and other on-line resources provided by Albuquerque Public Schools shall be used to support the instructional program and further student learning. The goal of providing these resources is to promote educational excellence. The Internet is a network of many types of communication and information networks. While this creates new opportunities for learning, research, communication and collaboration, it also creates new responsibilities for Albuquerque Public Schools students.

Internet Safety Education

Albuquerque Public Schools Internet safety includes Internet safety education. Specifically, the Internet safety education shall include lessons on cyber-bullying awareness and response as well as teaching appropriate online behaviors for students. Students shall be instructed in appropriate use of district technology resources.

Student Internet Safety

School students shall not disclose their full name or any other personal contact information for any purpose on the Internet. Personal contact information includes address, telephone, or school address. Students shall not share or post privacy-revealing personal information about themselves or other people. Students shall tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete the message until instructed to do so by a staff member. Students should not provide their passwords to anyone under any condition. Students must immediately tell their teacher if their password is lost or stolen, or if they think someone has gained unauthorized access to their accounts.

Privacy

Network and Internet access shall be provided as a tool for education. Albuquerque Public Schools shall reserve the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Albuquerque Public Schools and no student shall have any expectation of privacy regarding such materials.

Student Responsibilities

1. The student in whose name an on-line services account is issued shall be responsible for its proper use at all times. Students shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number. Passwords are private and not to be shared with others.
2. The district's system shall be used for purposes related to education.
3. Albuquerque Public Schools shall reserve the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by the district officials.
4. Inappropriate use may result in a cancellation of network privileges.
5. Only appropriate language shall be used in email, online postings and other digital communications with others.
6. Technology resources shall be used responsibly. a. The network shall not be used for illegal or commercial activities. b. Users shall not search, retrieve, save, circulate or display hate-based, offensive, sexually explicit, or images or information about weapons.

Student Responsibilities Continued...

7. Students shall be prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, cyber-stalking, obscene, disruptive, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
8. Students shall not use the system to encourage the use of drugs, alcohol, weapons or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
9. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
10. 11. Students shall not read other users' email or files; they shall not attempt to delete, copy, modify or forge other users' mail.
12. Students shall not assume another person's identity.
13. Students shall report any security problems or misuse of the services to the teacher, principal or other Albuquerque Public Schools employee.
14. Both students and parent, and/or legal guardian, shall sign the Acceptable Use Agreement before a student can use the Albuquerque Public Schools network.
15. Students who fail to abide by the district's rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.
16. Students shall not make any attempt to circumvent network security.

Agreement for Acceptable Use of Networks, Including the Internet

Parent or Guardian:

As the parent or guardian, I have read the Albuquerque Public Schools Student Acceptable Use of Technology and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Albuquerque Public Schools, and that student use for any other purpose is inappropriate. I recognize it is impossible for Albuquerque Public Schools to restrict access to all inappropriate materials, and I shall not hold the school responsible for materials acquired on the school network. I hereby give permission for my child to use technology resources at Albuquerque Public Schools.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____ Date: _____

Student:

I understand and will obey the rules of the Albuquerque Public Schools Student Acceptable Use of Technology. I will use Albuquerque Public Schools technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action and/or prosecution under state and federal law. I understand that Albuquerque Public Schools administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Student Signature: _____ Date: _____

Volunteer Policy Guidance for Parents

Frequently Asked Questions

1. Why must I have a criminal background check to participate in volunteer activities at my child's school?

The safety of all students in Albuquerque Public Schools is our first priority. While we encourage, appreciate and celebrate parental involvement in your child's school, it's important that we avoid any situation in which a volunteer might compromise student safety.

2. Last year, I chaperoned two field trips without a background check. Why has the policy changed?

The policy has not changed. Background checks have always been a requirement for field trips to ensure student safety.

3. Does this mean I can't be involved with the school without a background check?

This is not what it means. We value your participation in your child's school. Take advantage of open houses, curriculum nights, book fairs, beautification days, athletic associations, booster clubs, school performances and parent-teacher conferences. Talk with your child's teachers, especially if you have questions or concerns about his/her performance of class rules and expectations. Parents and guardians are strongly encouraged to be involved with your school's parent-teacher association.

4. What's the difference between volunteering and parent involvement?

Volunteering takes involvement to another level in activities with potential contact with students. Individuals are defined as volunteers if participating in activities in which all students are not under the supervision of their parents/guardians. For instance, if a book fair takes place during the school day and the teacher brings the class to the fair, volunteers would have to possess an approved background check. A book fair in the evening in which students are accompanied by parents would not require volunteers with approved background checks.

5. I don't want to be a chaperone on a field trip –I simply want to go along to accompany my child. Can I do this without submitting a volunteer application form?

We understand your interest in accompanying your own child. However, any adult on a field trip is going to be potentially involved with other children. Teachers cannot monitor which parents on the trip are cleared and which are not. For the safety of your child and all children, it's important that any adult on a field trip be cleared as an approved volunteer.

6. Isn't it my right to be able to accompany my child?

We understand how you might feel this way. Field trips and similar educational opportunities are school activities that are provided for your child, and there's no requirement for you to participate in order for him/her to take part. However, accompanying your child on a field trip is a volunteer activity.

7. If I can't accompany my child, is he/she required to participate?

No. You may choose for your child not to participate in the field trip but please remember that field trips are planned as part of the overall educational program of the school and the district attendance policy is in effect.

8. If I choose to provide my own transportation to the site of the field trip or activity so that I can keep an eye on my child, and I'm in a public space, how can the school system prevent me from being there?

Of course you have every right to be in a public place. As long as you keep a distance from the school group and don't interact with them there will be no problem. If you try to engage with the group, however, you will be asked to "sign out" your child from the group just as you "sign out" from school and cannot "sign in" at the end of the field trip for transportation back to school.

9. I paid to go on the field trip. What happens to my money if I am not cleared to go on the trip?

The decision to refund a person for a field trip is a site based decision made by the principal and is typically addressed in the individual school's handbook.

10. What if I don't have a social security number?

The volunteer application form requires a social security number. If the applicant does not have a social security number, please contact the APS background department at 889-4820.

11. What if I don't have a driver's license?

We require a government issued picture identification to verify your identity. You should be prepared to present this identification each time you volunteer.

12. Is there an age limit to be a volunteer in APS?

You must be at least 18 years old to submit an APS volunteer application. Individuals under age 18 may volunteer with the permission of the school principal and with parental consent.

13. How long does the background check process take?

The normal processing time is 7–10 business days. The process may take longer in high volume months such as September, October, January and May. The background check is a national check and some states may take longer to process requests.

14. How do I sign up to be a volunteer?

You will need to complete an online application located at <http://www.aps.edu/community/volunteer-with-aps>. You will receive a notification of clearance via email. Print the clearance and take it to the school you wish to volunteer at.

15. If I have additional questions who should I contact?

You should first contact the school volunteer coordinator, school principal, or the District Volunteer Programs Unit.