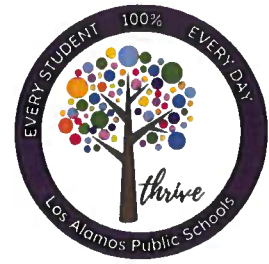


Los Alamos Public Schools



Classroom Volunteer and Field Trip Chaperone Application Instructions

Process

1. Complete Volunteer Application - download from the LAPS website
 - a. Application
 - b. Volunteer Waiver
 - c. Background Check
2. Set an appointment with Christina Gonzales - c.gonzales@laschools.net to process the application and for background check appointment.
3. Complete background check at local police department.
4. Christy will notify you when your background and application are cleared.

Am I a Volunteer or a Visitor?

- A volunteer is someone who is attending a field trip or assisting the teachers or administration with specific duties in which they may be left to supervise children.
 - A chaperone is someone who is attending a field trip and will be supervising children.
- A volunteer is also defined as someone who will routinely or continuously have contact with the students, teachers, and administrators at the site.
- If you are a parent visiting your child or if you are someone visiting the school and will not be left to supervise children, you do not need to complete a background check. You are required to be supervised when you are around students at all times.

After Appointment

- Background checks can take 3-5 business days to process.
- Backgrounds must be cleared before approval of the application.
- Once your background check has cleared, HR will notify the site administrator.
 - Christy Gonzales will reach out to you to get a badge.
- Background checks must be renewed after two years.

**Questions- Reach out to c.gonzales@laschools.net or hr@laschools.net.
Call 505-663-2239**

Los Alamos Public Schools



Volunteer and Field Trip Chaperone Application

Check the box that best describes you:

Volunteer Chaperone

Site Location _____

Administrator _____

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Phone # _____ SSN # _____

Date of Birth _____

Are you at least 21 years or older? ___ Yes ___ No

Policy 4002 - Civil Conduct of Parents, Visitors, and District Employees

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the School Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. Expected levels of behavior:

a. School and district personnel, parents, and visitors will treat everyone with courtesy and respect.

2. Unacceptable/disruptive behavior – Disruptive behavior includes, but is not limited to, the following:

a. behavior that interferes with or threatens to interfere with the operation of any function of the school district on or off-site.

b. using loud and/or offensive language, swearing, cursing, display of temper, or aggressive behavior;

c. threatening to do bodily or physical harm to a teacher, school administrator, school employee, student, or parent regardless of whether or not the behavior constitutes or may constitute a criminal violation.

This would include incidents involving hazing and intimidation which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students or staff;

d. damaging or destroying school district property;

e. any other behavior that disrupts the orderly operation of a school, classroom, or any other school district facility; and

f. abusive, threatening, or obscene email or voice mail messages.

3. Parent recourse:

a. Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor.

4. Authority of school personnel:

a. Authority to direct persons to leave school or school district premises any individual who does the following:

(1) disrupts or threatens to disrupt school or school district Operations;

(2) threatens or attempts to do or does physical harm to the school district personnel, students, or others lawfully on school premises;

(3) threatens the health or safety of students, school district personnel, or others lawfully on school premises;

(4) intentionally causes damage to school property or property of others lawfully on a school campus;

(5) uses loud or offensive language or who, without authorization comes on a school campus or other school property.

Persons may be directed to leave school property or a school-sponsored function by a school's principal or assistant principal, or, in their absence, a person who is lawfully in charge of the school, and any district-level administrator, including the superintendent/s of schools, or other authorized personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

Authority to Deal with Persons Who Are Verbally Abusive

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on school district property, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the principal or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

*My signature below indicates agreement that I will abide by the Los Alamos Public Schools **Civil Conduct of Parents, Visitors, and District Employees Policy**- or Policy 4002 while visiting Los Alamos Public Schools sites.*

Name of Applicant: _____

Signature of Applicant: _____

Date: _____