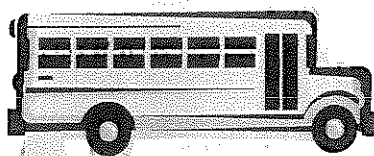


Parent Helper Handbook



**Quartzsite School District #4
P.O. Box 130
49241 Ehrenberg-Parker Hwy.
Ehrenberg, AZ 85334
(928) 923-7900**

**Ehrenberg Elementary School
49241 Ehrenberg-Parker Hwy.
Ehrenberg, AZ 85334
(928) 923-7900**

**Quartzsite Elementary School
930 W. Quail Trail Road
Quartzsite, AZ 85353
(928) 937-5500**

June 2012

Dear Parent Helper,

Welcome to Ehrenberg and Quartzsite Elementary Schools. As a Parent Helper, you are an important and valued member of our school community. To provide a quality education for our children, we rely on your help and assistance. Your commitment to arrive on time and serve your assigned duty is extremely important to our students and staff. We appreciate your gift of time and talent in the service of our school community. Contained in this booklet are general guidelines to assist you in your role as a Parent Helper. We ask that you read the booklet and if there are any questions, please direct them to the principal.

Sincerely,

Mrs. Raquel Burton, EES Head Teacher

Mrs. Pamela Finkbeiner, QES Head Teacher

Mrs. Jacque Price, Superintendent/Principal

Mission Statement

The mission of Quartzsite School District is to "Inspire our students to high levels of achievement by creating opportunities and expanding horizons in a safe, caring environment."

Vision Statement

The vision of Quartzsite School District is to "Challenge our students to create a successful future by achieving high standards and expectations."

Application Policies

PLEASE READ THIS PARENT HELPER HANDBOOK CAREFULLY. Applications for Parent Helper positions are available at the back of this Parent Helper Handbook. Applicants must have the necessary clearances to apply for a position. These are volunteer positions within the schools and have no wages, benefits or privileges within the schools or District associated with them.

Legal Responsibilities of Parent Helpers

Clearances: All Parent Helpers who work with children are required by the Quartzsite School District to have on file in the school office the following clearances: District Disclosure Statement (contained in the application) and volunteers need current DPS fingerprint clearance. Fingerprint applications are available through the District Office and the cost (as of 8/14/2012) is \$20 for clearance and will be renewable on an annual basis. If you prefer a card, the cost is \$65 and is valid for six years.

Corporal Punishment: Corporal punishment of any type is absolutely forbidden. We ask that all adults working with students correct children in a respectful and calm manner. The following actions may cause immediate termination of your school access, except for contacting your own child in the school office:

- Inappropriate physical contact including, but not limited to, grabbing, hitting, slapping, yanking on the child, their clothing, or backpacks, etc.
- Direct or indirect humiliating comments to or about a child, either to the child directly, other children, parents, or employees.
- Using inappropriate language to or in the presence of students while on campus or representing the school district in any way.

Supervision of Students: At no time are students to be left unsupervised. Always notify another adult when and if you must leave the children. Parent Helpers should not be engaged in conversation with one another or direct their attention away from the children during supervision. Cell phone use and texting is not allowed during supervision duty times. Such activities, unrelated to the supervisory function, could be problematic if a student is injured and it can be demonstrated that the supervising Parent Helper's attention was not focused on the students.

Parent Helper Activities

Parent Helpers assist with the following activities:

Morning Recess/Cafeteria Duty: Parent Helpers are on duty before school to monitor the children's activities on the playground and in the cafeteria during breakfast. During inclement weather parents will monitor the children's activities in the gym.

Lunch Recess/Cafeteria Duty: Parent Helpers are on duty during lunch periods to monitor the children while eating in the cafeteria, leading students to the playground and supervising activities on the playground. During inclement weather, Parent Helpers will monitor the children's activities in the gym. Parent Helpers may also assist in washing tables, trash removal, sweeping the floor and wet mopping sticky areas following the breakfast or lunch period.

After School Program: Depending on available resources, Parent Helpers may provide a supervised homework assistance program from the end of the school day until students are picked up (2:30-3:30 for K-3 grades and 3:30 to 4:00 for 4-8 grades) under the direct supervision of a classroom teacher.

Classroom Assistant: Parents who want to assist in the classroom, should contact the teacher directly to see what the teacher's needs are. These could include: reading with individual students, organizing projects, cutting out letters, making copies of instructional materials or other assistance the teacher may need.

Parent Helper Rights

As a valued member of our school community we affirm the right and dignity of your position.

- You have the right to be treated with the respect due any adult staff member.
- You have the right to the tools and information necessary to perform the tasks to which you are assigned.
- You have the right to ask questions.

Parent Helper Duties

Routine Procedures:

Sign In

All parent helpers must sign in at the School Office before they begin their assigned duties in the school. It is extremely important that you arrive on time. Please request from the secretary the appropriate badge to designate your assigned duty (Breakfast Parent Helper, Lunch Parent Helper, After-School Parent Helper, or Classroom Assistant).

Absence

If you are unable to fulfill your commitment, please call the School Office at least 24 hours in advance so that a substitute may be scheduled or to let the teacher know. (EES: 928-923-7900; QES: 928-927-5500).

Sign Out

At the end of your assigned duty time please sign out in the School Office, return your badge to the secretary and leave campus unless assigned other duties by the Principal.

Morning Recess Parent Helpers:

Parent Helpers are responsible for the following:

- Arrive by 7:30 AM and remain until the tardy bell rings at 8:15 AM
- Provide supervision for the students while they are in the cafeteria or on the playground. Your attention **MUST** be on the students at **ALL TIMES**. Parents are to circulate around the cafeteria or playground area. Please, separate yourselves from one another to assure that your attention is on the children and not conversation with one another. Cell phone use or texting is not allowed while on duty.
- After departing from the bus or car, students are to enter the cafeteria and proceed directly to the breakfast line or cafeteria tables prior to 7:50 AM. Parent Helpers shall then assist in escorting the students to the playground. They may not go to the classrooms or remain in the quad areas unsupervised.
- Students are to remain on school grounds at all times.
- Students may not enter the office unless there is an injury or they have business with the school secretary, which includes turning in electronic devices for the school day.
- In the event of a serious injury, notify the School Office immediately by cell phone or send a runner. Playground supervisors and Parent Helpers should be observant of one another and their needs to assist each other when necessary. Universal Precautions are to be followed at all times.
- Students are to act in a respectful manner. Should there be a problem you are asked to:
 1. Place the students on the bench and supervise them for an appropriate time in that area.

2. For serious offenses place the students on the bench for the entire play period, record on your playground incident log and report discipline concern to the classroom teacher before leaving campus.
 3. For consistent discipline concerns and misbehavior see the Head Teacher.
 4. It is requested that you **DO NOT** send a student into the office **UNSUPERVISED**. Students involved in fights are to be escorted to the office immediately. Let a playground supervisor know that you are leaving the area to escort students to the office.
- Inappropriate behavior may include pushing, shoving, violent or rough games, foul or abusive language, disobedience, and other actions deemed inappropriate by the Principal.
 - Playground supervisors and Parent Helpers may not dismiss students to their parents or another adult. All dismissals are made from the school office.
 - Should strangers or unknown persons come onto the school property, please, ask them to report to the School Office to sign in and get a Visitor's Badge. If they refuse, or you are uncomfortable with their presence, please send another adult to the School Office for the Head Teacher or Principal. Playground supervisors and Parent Helpers should be aware of their surroundings and of one another so they can assist on such an occasion.
 - Parent Helpers and other staff assigned to supervising students in the cafeteria will maintain control of the students at all times. All students are expected to eat breakfast or to sit quietly on the gym bleachers.
 - When the bell rings at 8:10 AM, all students are to line up by classroom on the playground or other designated area. Parent Helpers will supervise the students until their teacher comes to escort them into the classroom.

Inclement Weather:

Parent Helpers are asked to:

- Direct students to go to the gym.
- Supervise students in the gym and maintain control of students.
- Students must remain in the gym unless given permission by a staff member to leave the gym for a specific reason.

Lunch Recess Supervision:

- Arrive by 10:45 AM and remain until the students are picked up by their teachers at the end of their lunch period (K-2 11:30, 3-6 11:45, and 7-8 12:00 PM).
- Supervise the children while eating lunch. Do not allow students to share food or take food out of the cafeteria.
- Students must clean their immediate areas (table, seats, and floor) and raise their hands to be dismissed.

- Students should sit quietly in line when they finish eating. At the designated time, Parent Helpers will escort them in an orderly manner to the playground.
- Provide supervision for the students while they are playing. Your attention **MUST** be on the students at **ALL TIMES**. Parents are to move around the playground area. Please, separate yourselves from one another to assure that your attention is on the children and not in conversation with one another. Cell phone use and texting is not allowed during duty times.
- Students are to remain on the school grounds at all times.
- Students may not enter the building unless there is an injury. At such times they must be escorted to the office by a responsible student for first aid. Universal Precautions are to be followed at all times.
- In the event of a more serious injury, notify the School Office immediately. Parent Helpers and Playground Supervisors should be observant of one another and their needs to assist when necessary. Universal Precautions are to be followed at all times.
- Students are to act in a respectful manner. Should there be a problem:
 1. Place the students on the bench, supervise them for an appropriate time in that area and document the incident.
 2. For serious offenses, such as continuous disruption of play or failure to follow the rules, place the students on the bench for the entire play period, document on your playground incident log and report the discipline concern to the Classroom Teacher and the Administrator in charge before leaving campus.
 3. For consistent discipline concerns and misbehavior see the Classroom Teacher.
 4. It is requested that you **DO NOT** send the student into the building **UNSUPERVISED**. Students involved in fights are to be escorted to the office immediately. Let a playground supervisor know that you are leaving the area to escort students to the office.
- Inappropriate behavior may include pushing, shoving, violent or rough games, foul or abusive language, disobedience, and other actions deemed inappropriate by the administration. All incidents should be handled in a calm and professional manner by Staff and Parent Helpers.
- Playground supervisors and Parent Helpers may not dismiss students to their parents or another adult. All dismissals are made from the School Office. Please direct parents to the office.
- Should strangers or unknown persons come onto the school property, please, ask them to report to the School Office. If they refuse, or you are uncomfortable with their presence, please call the School Office for the administrator on duty. Playground supervisors and Parent Helpers should be aware of their surroundings and of one another so they can assist on such an occasion.
- When the bell rings students are to line up on the playground at their designated area. The teacher will meet them on the playground and escort them to class. Under no

circumstances should students be left alone or allowed to enter a classroom without an adult present.

Inclement Weather:

Parent Helpers are asked to:

- Supervise students in the gym and maintain control of children. A list of acceptable activities will be posted.
- Students must remain in the gym unless given permission by a staff member to leave for a specific reason.

After-School Program Parent Helpers:

- Arrive at 2:20 PM
 - K-3 grade is supervised from 2:30 to 3:30 when they board the 3:30 bus, parents pick up or students walk home
 - 4-8 grade is supervised from 3:30 to 4:00 when they are picked up by parents or walk home
- Take attendance
- Children are escorted to the library or other designated after-school area by 2:45 PM
- Children work on homework or other designated after-school activity
- Pick up
 - Parents pick up students at the front entrance
 - Parent Helpers escort bus riders to the bus area and wait until the students board the bus
- Parent Helpers are to check all doors and lights before leaving, including restrooms

Discipline:

The school discipline policy is available in the Parent Handbook. It is expected that Parent Helpers will enforce all school rules and support the authority of teachers and administration. Failure to do so is considered a serious matter. It is requested that discipline problems be brought to the attention of the classroom teacher or Head Teacher. Should the need arise, telephone calls to the parents concerning discipline matters will be made by the teacher or administration. Problems, which may arise in school, must not be discussed among family, neighbors, friends, community members, etc. Violation of confidentiality will result in immediate termination of your school access, except for contacting your own child in the school office.

Health and Safety:

Within the school day the secretary will take care of children who are ill or injured. Only the secretary will dispense necessary medication to those in need. The secretary will document medications that have been dispensed to individuals.

During lunch and recess a Parent Helper may assist children in need. However, Parent Helpers are not permitted to dispense medicine.

Emergency Procedures:

- **Fire Drills:**

When entering any area of the building make yourself aware of the fire drill route, the fire extinguishers in the area and the nearest alarm pull box. Should the fire alarm ring, proceed immediately out the route described on the fire exit map displayed in the room or through the nearest exit. The students are to walk silently with the parent helper. The parent helper should be the last person out of the room. If you are monitoring in a classroom take the black emergency bag just inside the door with you and an attendance roster. It is not necessary to close windows. Shut the door and turn off lights. Do not at any time go inside the building. If a student is missing ask another adult to supervise your students and report the missing child to the administrator or fire personnel. Fire drill plans are available in each classroom. All persons in school buildings must exit the building and proceed to the designated location, even if they do not have children with them at the time.

- **Lock Down:**

Should there be a need to enforce a lock down all classrooms doors are to be closed and locked. No one is permitted outside of the room in which you are in lock down until clearance is issued by the administrator on duty or first responders on site.

Parent helpers may never use their cell phones to contact parents or anyone during emergency situations. Procedures in the crisis intervention plan are in place for communications by designated staff members only during emergency situations.

- **Shelter in Place:**

Should a Shelter in Place notification be announced you will be expected to participate and assist the school staff with the students' safety. When Shelter in Place is announced over the intercom, students are to move directly to their shelter area. A Shelter in Place plan is available in each classroom.

- **Site Evacuation:**

Should there be an actual emergency and the students cannot remain on school grounds the Site Evacuation procedures will be initiated. You will be expected to participate and assist the school staff with the students' evacuation. Evacuation plans are available in each classroom.

Child Abuse:

Parent Helpers are to inform the administration of any reasonable suspicion of child abuse or neglect. The administrator is then responsible to report that suspected case to the appropriate agency. It is always your right to contact the DES Child Abuse Hotline to report suspicions you may have.

Loyalty to the Quartzsite School District:

Parent Helpers do not just give their time to the school; they represent the District and school both to the students and to the community at large. We ask that you support the directions given by the administrator and the staff at all times. Should you disagree with a policy, please, express your concerns with the Principal. You serve in a public education environment and are expected to support the policies and procedures of the District. You are to act in a manner consistent with them and serve as a role model of appropriate behavior, speech, and dress.

Confidentiality:

Should a student wish to discuss a home situation, drug concern, suicide, etc. with you, please, be aware of your responsibility to notify the student before the discussion that it may be necessary for you to reveal these facts to the administration and the appropriate authorities.

The general rule is: any information which may save a child from harm to themselves or another **MUST** be shared with the proper authorities, including the Principal.

Any information concerning the student, including grades, test scores, behavioral observations, subjective evaluations, developmental ability, achievement, home situation and disciplinary history is protected by confidentiality and may not be discussed with anyone other than the child's teacher and administration. Such conversations will be considered a serious breach of confidentiality and result in the immediate termination of your school access, except for contacting your own child in the school office. It is not the responsibility of a Parent Helper to contact parents and discuss information regarding their child or the school/district.

Supervision of Parent Helpers:

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity at the school. The principal approves all personnel, including volunteers, permitted to serve at each school campus. The principal may delegate the supervision of Parent Helpers to the Head Teacher or another certified teacher.

School's Right to Amend:

The school reserves the right to amend this handbook. Parent Helpers and appropriate staff will be notified of any changes.

QSD4 Parent Helper's Signed Commitment/Agreement

I have read the Parent Helper Handbook and understand that I am responsible to follow these guidelines.

I agree to make a time commitment to the Quartzsite School District and the

_____ Elementary School for the _____ school year.

My assigned duty is _____

If I have to resign my position for any reason, I will notify the school principal 24 hours prior to my next assigned duty.

I agree to keep all confidential all information I acquire during my service to the school private, except to share with the appropriate school staff, as outlined in the Parent Helper Handbook.

PLEASE PRINT

Name: _____

Address: _____

Phone (Home) _____ (Cell) _____

Emergency contact:

Name: _____

Address: _____

Phone (Home) _____ (Cell) _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____