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Parent Volunteer Policy

Student success improves with parent participation. Parent/Guardian Volunteer Hours are required for all families in our school system. **Each family must participate in a minimum of 12 volunteer hours each school year to maintain their child's seat in our system.** Parents/Guardians can volunteer in any of the four schools, regardless of the location in which their child attends. The City of Cape Coral Charter Authority will not accept monetary or material donations in place of volunteer hours. Parents must volunteer their time and/or expertise to receive volunteer hours. Families can only receive a maximum of two volunteer hours for PTO Meetings. The Superintendent shall have discretion for the assignment of volunteer hours as long as not expressly prohibited in this policy.

Each volunteer must have a background clearance on file at one of the City of Cape Charter Schools. **An updated electronic application must be completed each year to renew your clearance.** Parents will not be allowed in the classroom building if their clearance is not complete. We strongly recommend each parent complete an application, so no one misses out on classroom parties, awards, or activities.

All volunteers must check in at the front office each time they come on campus. **It is the parent's responsibility to sign in and out in the front office to ensure the accuracy of the time recorded.** If a volunteer assists off site or after hours, the teacher will complete an Off-site Hours Form and have those hours approved by an administrator.

Parents can volunteer in their child's classroom at the teacher's discretion. Our school policy allows for parents to volunteer up to one hour per week in your own child's classroom. If you have multiple children, you may be in each classroom up to one hour.

Guidelines for School Volunteers:

1. Be dependable and reliable.
2. Be a role model for students.
3. Dress appropriately.
4. Keep every student's schoolwork and behavior in confidence.
5. **Never** administer corporal punishment or determine punishment.
6. **Never** remove a student from campus.
7. **Never** contact a student's parent regarding performance or behavior of a student.
8. Confidentiality is expected.
9. Follow the directions and guidelines of staff during emergency situations.