



HEATH CACERES, PRINCIPAL
JAKE HODGSON, VICE PRINCIPAL
LAFAYETTE ELEMENTARY SCHOOL
4545 ANZA ST. | SAN FRANCISCO, CA 94121
TEL: 415.750.8483
FAX: 415.750.8472



Thursday, December 7, 2017

Dear Parents and Guardians,

We wanted to send you this letter to inform you of the guidelines and expectations of all volunteers on campus. Please make sure to follow these guidelines when volunteering at school and in your children's classrooms.

No volunteers are to be working with students without direct teacher supervision, at any time; including parents. The exception to this is when volunteers serve as chaperones on field trips in public places.

All volunteers must check-in at the office to receive a visitor's pass. Anytime you see someone in the halls or on the yard without a visitor pass, direct them to the office to check-in and receive a visitor's pass. All visitors must have a pass during school hours.

It is important to make sure gates and doors are locked at all times during school hours. If you enter a gate or door, please ensure it closes behind you.

All non-parent volunteers have been vetted through the school district and have been fingerprinted and shown proof of a clear T.B. test.

We appreciate your support in ensuring a safe and secure campus.

If you have any questions, please talk to Heath Caceres or Jacob Hodgson in the school's office.

Sincerely,

Two handwritten signatures in blue ink. The first signature is for Heath Caceres and the second is for Jacob Hodgson.

Heath Caceres
Principal

Jacob Hodgson
Assistant Principal