

# Washington-Caldwell School District

## School Volunteers/Chaperones

The Washington-Caldwell School District recognizes that volunteers contribute valuable services to the students and staff by assisting in the extension of the curriculum that is beyond the classroom and school. The School Board encourages the use of volunteers to enhance collaboration and cooperation between the students, staff members, and the community. The School Board also encourages citizens to share their various talents in the school.

Any individual who wishes to provide volunteer/chaperone service to the district, excluding current district employees, will complete a Volunteer/Chaperone form, and will be subject to a criminal background check by the district. This includes all individuals who volunteer to chaperone school sponsored field trips. Criminal background checks will be done annually.

Volunteer coaches who provide coaching services need to complete a coach's packet on an annual basis and will also be subject to criminal background checks.

Volunteers/chaperones are expected to abide by the school district's guidelines and responsibilities when working with students. The District Administrator, teachers, or business/financial person will provide the volunteer/chaperone an introduction to and explanation about their roles and responsibilities.

Volunteer/chaperones are not employees of the Washington-Caldwell School District and are not eligible for salary or benefits.

The Washington-Caldwell School District reserves the right to terminate volunteer/chaperone service at any time.

Legal Ref.: Sections      118.001    Wisconsin Statutes  
   118.29  
   118.295  
   120.12(2)  
   120.13  
   948.13

Adopted: February 15, 2010  
Revised: 1<sup>st</sup> Reading, February 20, 2012  
              2<sup>nd</sup> Reading, March 19, 2012  
Adopted: March 19, 2012

Policy 353.1 (Exhibit 1)

**WASHINGTON-CALDWELL SCHOOL DISTRICT**  
**VOUNTEER GUIDELINES & RESPONSIBILITIES**

The staff at Washington-Caldwell School District would like to thank you for volunteering your time to assist with the education of students at our school. This form outlines the expectations we have established for volunteers in our School. Please sign and return this form to your child's teacher.

1. Chaperones at Washington-Caldwell, we ask that you check in at the desk in the office when you arrive and pick up a volunteer badge to wear during your visit.
2. As a volunteer/chaperone, it will be necessary to respect the confidentiality rights of all students in the classroom. Confidentiality is of the utmost importance.
3. Volunteerism may be discontinued at administrative discretion.
4. Volunteers will not be paid any salary, stipend or benefits for their services.
5. Volunteers are restricted from access to student and employee Directory Data.

Policy 353.1 (Exhibit 1)

**WASHINGTON-CALDWELL SCHOOL DISTRICT**  
**VOLUNTEER/CHAPERONE GUIDELINES AND RESPONSIBILITIES**

When serving as a volunteer/chaperone for the Washington-Caldwell School District, you are assisting in the extension of regular curriculum that is beyond the classroom and the school. We gratefully appreciate your willingness and time.

Your role as a volunteer/chaperone is an important one! Therefore, it requires your acceptance of and agreement to perform certain responsibilities. The guidelines and responsibilities have been established to not only ensure our students are safe but to also maintain the positive reputation of our staff, students, parents, and volunteers in our community. The purpose of this document is to provide you with an overview of those responsibilities, and identify appropriate responses to various situations that may arise during the course of a trip or event. Should you have any questions or concerns, please do not hesitate to contact the school office (262-662-3466).

**VOLUNTEER/CHAPERONE GUIDELINES REQUIREMENTS**

- Volunteer/chaperones must ride the bus with students to and from the field trip destination.
- A volunteer/chaperone is expected to be a good role model.
- A volunteer/chaperone must be willing and physically able to serve in a chaperone capacity.
- Siblings or other non-classroom individuals are not permitted to accompany volunteer/chaperones on a school district field trip or event (NO EXCEPTIONS).
- A volunteer/chaperone must be at least 21 years of age.

### **CHAPERONE RESPONSIBILITIES-GENERAL**

- Arrive on time as trips are planned to depart and return at specified times.
- Familiarize yourself with the itinerary and timeline, if applicable.
- Dress appropriately and wear a watch.
- Provide direct supervision of the students in your group, maintain close proximity to them at all times, and account for each child before leaving a designated area. (Count heads and check the list of names.)
- Focus your conversations towards the students in your group. This is a valuable time for you to talk with children about what they are learning on the field trip. Conversations with other chaperones detract from this learning experience.
- Privately direct any questions or concerns to the Washington-Caldwell staff member who is in charge.
- Follow the Washington-Caldwell School District's staff member's directions at all times as he/she assumes the overall responsibility of not only the children but also the chaperones.
- Cell phone use while chaperoning is limited to field trip situations only. Please save any calling or message retrieving until you return to school. Your full attention is needed in order to supervise students and ensure they are safe.
- Smoking and alcoholic consumption is strictly prohibited while serving as a chaperone.
- In fairness to the entire class, chaperones should refrain from spending their own money on other children in their group to avoid unfairness to other children.

### **CHAPERONE RESPONSIBILITIES-EMERGENCY SITUATIONS**

- Child safety comes first. Be alert to potential dangers, strangers, and other unusual situations and never leave student(s) unattended or out of your sight.
- Do not take chances or place a child or yourself at risk. If necessary, remove yourself and the student(s) from the situation and notify the Washington-Caldwell School District staff immediately.
- Report any student illnesses or injury to the Washington-Caldwell School District staff immediately.
- Expect students to be respectful of you at all times. Report any specific concerns to Washington-Caldwell staff.
- Student school and school bus behavioral rules, as identified in the Washington-Caldwell School District Parent/Student Handbook, apply to field trips.
- Do not attempt to physically restrain a child. Unless a student poses an imminent threat to the safety of him/herself or others, chaperones should never physically handle a student. Should a child refuse to follow your directions, inform a teacher immediately. Discipline is under the direction and responsibility of the teacher.
- Do not administer **ANY** medications to a student.

**\*While on a field trip for the protection of both the child and volunteer, there shall be a minimum:**

1. Two (2) adults present when one (1) child is alone, or
2. Two (2) children are present when only one (1) adult is supervising

This will be in force while taking bathroom breaks or walking alone.

**Policy 353.1 (Exhibit 1)**

**WASHINGTON-CALDWELL SCHOOL DISTRICT  
VOLUNTEER/CHAPERONE GUIDELINES & RESPONSIBILITIES  
SIGNATURE PAGE**

I understand that all volunteers/chaperones are subject to a criminal background check conducted by the district office. (Outcome determines volunteer opportunity.) Volunteer/chaperone approval is valid for 1 school year.

I have read the Volunteer/Chaperone Guidelines established at Washington-Caldwell and agree to follow them to the best of my ability.

_____	_____	_____
Print First Name	Print Middle Name	Print Last Name
_____	_____	
Today's Date	Date of Birth	
_____		
Volunteer Signature		

**Please return this page and keep the previous pages for your reference.**