

Lovejoy I.S.D.

Guidelines for Volunteers and Field Trip Chaperones

Thank You For Your Support!

Lovejoy I.S.D. believes that our volunteers provide priceless resources to our district and that field trip chaperones add a valuable educational experience for students. Without the help of volunteers like you, many worthwhile opportunities and field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored activities and field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering in Lovejoy I.S.D.

Becoming a Volunteer

Because student safety is our paramount concern, Lovejoy I.S.D. requires a criminal record background check of school volunteers. All volunteers must apply each year.

The District also requires that volunteer chaperones be at least twenty-one years of age.

Guidelines for Volunteer Chaperones

Prior to your event, the coordinating staff member will provide you with information regarding the activities planned for the event, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a volunteer. If you have any questions regarding these guidelines, please contact the coordinating staff member or the building principal/program manager.

1. All school rules apply at District-sponsored events. Volunteers are expected to comply with District policies, follow the directions given by the District's coordinating staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, volunteers:
 - may not administer any medications, prescription or nonprescription, to students
 - may not use tobacco products in the presence of, or within the sight of, students
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not possess any weapon
3. Students must be supervised at all times while at District-sponsored events. As a volunteer chaperone, you will supervise a small group of students, helping them learn and reminding them to behave appropriately, when necessary. Students must stay with you, their volunteer chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Volunteer chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

4. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents. Student behavior is your responsibility. As a volunteer, your responsibility is to help school personnel ensure that student behavior is appropriate. Volunteers should repeat directions, remind students of the parameters and prompt students' engagement in the appropriate activities. Discipline should be handled by school personnel.
5. Please follow the directions of the docents and guides, even if other groups do not.
6. Eating and drinking are not permitted outside of designated areas and predetermined times.
7. For the protection of both the student and the volunteer, volunteers should not place themselves in situations in which they are alone with a student.
8. Siblings and family members may not participate in a school sponsored event unless prior written permission is granted by the principal. (Young children can easily distract you from your primary responsibility of supervising and working with your group of students.)
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency numbers and medical information.

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In the event that I have a personal emergency while volunteer chaperoning, please contact:

Printed Name:

Relationship:

Daytime Phone:

I acknowledge that I have received the "Guidelines for Lovejoy I.S.D. Volunteers," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Printed Name:

Date:

Cell Phone:

Signature: