



# **Bath County Public Schools**

**Office of the Superintendent**

**Warm Springs, VA 24484**

## **CHAPERONE / VOLUNTEER PARTICIPANT GUIDELINES**

### **Chaperone Guidelines for Field Trips:**

- All chaperone applicants must be at least 21 years of age or be the parent/guardian of a BCPS student.
- The level of supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school activities.
- Chaperones will always work under the supervision of a school staff member, acknowledging that the employee has responsibility for the class.
- Chaperones must actively supervise and keep an accurate check on students assigned to them.
- Chaperones will act in accordance with the BCPS Student Code of Conduct, including dress code, consumption of alcohol and tobacco products, language and overall behavior.
- Chaperones will immediately report all suspected violations of the Student Code of Conduct to the supervising school staff member.
- Chaperones may not discipline a student, staff member or another chaperone.
- Chaperones will immediately report any illness of students to the field trip supervising staff member.
- Chaperones will maintain strict confidentiality with information to which they have access to while performing chaperone duties.
- Chaperones are not permitted to bring other children or adults on a field trip.
- Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return to school.
- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.

### **Volunteer Guidelines:**

- All volunteer applicants must be at least 21 years of age or be the parent/guardian of a BCPS student. An exception may be made to the age requirement for volunteer applicants that are BCHS graduates but not yet 21 years of age with the recommendation by the high school or elementary school principal and the superintendent. Consideration shall be given to the volunteer's maturity, specific skills, and commitment.
- Volunteers will sign in and out at the front office each time and will always wear dated stickers provided by the sign-in system.
- Volunteers will notify the teacher or school secretary in advance if they cannot keep a scheduled commitment.
- Volunteers will always work under the supervision of a school staff member, acknowledging that the employee has responsibility for the class.
- Volunteers will act in accordance with the BCPS Student Code of Conduct, including dress code, consumption of alcohol and tobacco products, language and overall behavior.
- Volunteers will maintain strict confidentiality with information to which they have access while performing volunteer duties.
- Volunteers will work only when scheduled by the supervising staff member.
- Volunteers will not correct or comment on student behavior while in the classroom.
- Volunteers will not comment on any child's behavior or academic performance on or off school grounds.
- Volunteers will turn off any cell phones or pagers while in the classroom.
- When volunteers have questions regarding policies or procedures, they will follow the proper channels with the school and ask the appropriate person (the supervising staff member or school administrator).
- Volunteers will discuss any questions they have regarding their own child(ren) only during scheduled meeting times.
- Volunteers will not bring other children or adults to school while volunteering in the classroom or on school grounds.