

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT’S PRESENTATIONS/REPORTS

Consider Revisions of Chaperone/Volunteer Guidelines and Application Process

BACKGROUND: The administrative staff has proposed a few changes to the application process for the division chaperone/volunteer program.

- The field trip application component would no longer require chaperones to reapply for subsequent field trips in a given school year. The current requirement is cumbersome for both parents and school staff.
- The Chaperone/Volunteer minimum age limit would be reduced from 25 years to “at least 21 years of age or be the parent/guardian of a BCPS student.” The current age 25 requirement excludes some current parents and other volunteers who would be helpful to assist with school needs; an age 21 requirement is more consistent with our staff hiring practices for classified and licensed staff.

RECOMMENDATION: Recommend approval of proposed changes to the guidelines and application process.

Bath County Public Schools

Office of the Superintendent

Warm Springs, VA 24484

CHAPERONE / VOLUNTEER PARTICIPANT GUIDELINES

Chaperone Guidelines for Field Trips:

- All chaperone/volunteer 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 chaperone/volunteer applicants must be at least 21 years of age or be the parent/guardian of a BCPS student.
- 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.