BATH COUNTY SCHOOL BOARD

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

October 2, 2012......AGENDA ITEM: <u>12-13</u>: 13.-I.

Bath County Public Schools

Office of the Superintendent Warm Springs, VA 24484

CHAPERONE / VOLUNTEER APPLICATION

Chaperone/volunteer applications must be received by the school principal <u>four (4) weeks</u> prior to a scheduled field trip or volunteer opportunity.

PERSONAL INFORMATION									
Name:			☐ Male ☐ Female						
First	Middle	Last							
Address:		Date of Birth:							
Email Address:	Employ	/er:							
Home Phone #:Cell F	hone #:	Work Phon	ne #:						
SAFETY INFORMATION									
Have you ever been convicted of a violation of law, other than minor traffic violations?									
Have you ever been investigated for or convicted of child abuse or neglect?									
Are any criminal or non-civil charges or proceedings pending against you?									
Please provide details if the answer to any of the above questions is "Yes". (Attach an additional sheet if necessary.)									
FIELD TRIP									
School: MES VES BCHS Supervising	Teacher:	Type of Tri	p: Daytime Dovernight						
Affiliated		Relations	hip						
Student's Name:			ent:						
Last Fire	st 	Middle							
VOLUNTEER									
School(s): MES VES BCHS	Grades Preferred	:							
			Tutoring Rand/Music						
Volunteer Work Preference (check all that apply):									
Classiconi Atter-scrioor Atmetics									
I have read and agree to abide by Bath County Public Schools Chaperone/Volunteer Guidelines as stated on the back of									
this form.									
I have read and agree to abide by the BCPS Code of Student Conduct.									
I agree to report any suspected student violations of the BCPS Code of Conduct to the supervising school staff member.									
 I understand that I am offering my services to the Bath County Public Schools without compensation. I agree to immediately report to the school principal any changes regarding the Safety information above. 									
My signature below certifies that I have provided correct information.									
Applicant's Printed Name		Applicant's Signature	Date						

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
- Volunteers will not bring other children or adults to school while volunteering in the classroom or on school grounds.