

- ◆ A chaperone is expected to be a good role model.
- ◆ A chaperone should make sure that each child is accounted for before leaving a designated area [Count heads and check the list of names]
- ◆ In fairness to all students in the class, each chaperone should refrain from spending their won money on other children in the group.
- ◆ Medication distribution is the responsibility of the teacher. A chaperone should not administer any medication to a student.
- ◆ Upon returning to school, each chaperone should bring children back to the respective classroom.
- ◆ Classroom teachers are ultimately responsible for what occurs on a field trip and should be in close communication with the volunteer chaperones. Therefore, a chaperone should inform the teacher of any major problems. DISCIPLINE IS UNDER THE DIRECTION AND RESPONSIBILITY OF THE TEACHER.



LIABILITIES OF A VOLUNTEER

Volunteers will be covered under the district's liability insurance policy while performing services authorized by the principal or their direct supervisor [teacher, head coach, director, advisor, etc.] as noted in School District of Greenwood Board of Education Policy 8120.



GREENWOOD ELEMENTARY SCHOOL

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306 W. Central Ave., PO Box 310
Greenwood, WI 54437-9470
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Greenwood School District VOLUNTEER/ CHAPERONE HANDBOOK



This brochure is designed to inform classroom and program volunteers and field trip chaperones of responsibilities, expectations, and liabilities when working in the School District of Greenwood.

VOLUNTEER OPPORTUNITIES

- ◆ Chaperoning a field trip
- ◆ Helping with classroom activities
- ◆ Tutoring
- ◆ Reading
- ◆ Cutting and pasting
- ◆ Bulletin boards
- ◆ Assisting in EPEC events
- ◆ Helping with sports teams, clubs and organizations
- ◆ Guest speaker

VOLUNTEER OPPORTUNITIES

- ◆ Any individual who wishes to provide volunteer service to the district will need to complete a volunteer application form. The application is available online at www.greenwood.k12.wi.us under District Forms. Or in both school offices.
- ◆ A criminal background check will be conducted.
- ◆ All individuals who wish to volunteer or chaperone must complete the application and submit to the background check.
- ◆ Volunteer approval is valid for 3 school years.



VOLUNTEER CODE OF CONDUCT

- ◆ Confidentiality is very important. Periodically during volunteer time, you may see, hear, or become aware of information about students. This information MUST remain confidential.
- ◆ Volunteerism is regarded as a privilege, not a right. Volunteerism may be discontinued at administrative discretion.
- ◆ Volunteers should only perform the tasks that they are requested to complete.
- ◆ Volunteers shall be under the direction of the building principal.
- ◆ Periodically, a student may share stories about family or neighbors. While at times these stories may seem innocent or amusing, it is best to not repeat them to others.
- ◆ If a student exhibits behavior concerns, contact the classroom teacher. Remember to not share your perceptions of a student in the community.
- ◆ When a volunteer works directly with children, their activities will be under the supervision of the classroom teacher or other designated employee.
 - ◆ If a student shares information that suggests he/she may be physically, sexually, or psychologically abused, the information must be shared immediately with the classroom teacher, guidance counselor, or principal. While this

information should remain confidential, it is important that the volunteer informs the student of their responsibility to report the information to the appropriate individuals.

- ◆ Volunteers are restricted from access to information in student and employee directory data.

CHAPERONE CODE OF CONDUCT

- ◆ Advanced arrangements must be made with the teacher if you wish to volunteer or chaperone a field trip.
- ◆ Check in at the school office.
- ◆ A field trip chaperone should not bring children that are not part of the regular classroom [NO EXCEPTIONS].
- ◆ All chaperones must be affiliated with the District as a parent, school volunteer, employee, or school board member.
- ◆ Please remember that field trips are school-sponsored activities. Usage and/or possession of tobacco or alcohol are prohibited.
- ◆ A chaperone is expected to ride the bus to and from the field trip destination unless prior arrangements have been made through administration.
- ◆ A chaperone has the responsibility of keeping their assigned students with them at ALL times on the field trip [ex. on the bus, at lunch time].