

VOLUNTEER HANDBOOK

Thank you for giving of your time.

Your involvement in the educational process truly makes a difference in the life of a child.

Please use this handbook as a framework while working with our students and staff.

This handbook is designed to inform classroom volunteers and field trip chaperones of responsibilities, expectations, and liabilities when working in our schools.



Chaperone Code of Conduct Continued

- 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 the entire class, each chaperone should refrain from spending their own money on other children in their group to avoid unfairness to other children.
- Medication distribution is the responsibility of the teacher. A chaperone should not administer medication to a student.
- Upon returning to the school, each chaperone should bring children back into the individual classroom.
- Classroom teachers are ultimately responsible for what occurs on a 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.**

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 front office and secure a visitor's badge.
- 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, part-time or full-time employee, or Board member.
- Please remember that field trips are school sponsored activities. Usage and/or possession of tobacco or alcoholic products are **strictly** prohibited.
- A chaperone is expected to ride the bus to and from the field trip destination unless prior arrangements are 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).

Volunteer Approval Process

- Any individual who wishes to provide volunteer service to the district will need to complete an online volunteer application form. The application is available on the District Website <http://www.waunakee.k12.wi.us/families/volunteering.cfm> (Families - For Parents - Volunteer Criminal Background Form).
- The criminal background check process can take up to 5 business days to complete. Occasionally, it may take even longer. Last minute applications for either classroom activities or field trips are not likely to be processed in time.
- Volunteer approval is valid for 3 school years.
- If you are unsure if you had a criminal background check processed or are unsure if your background check has expired, please contact the office at the school where you plan to volunteer.
- The online application is not available via mobile device or tablet for data security purposes.
- If your volunteer application is approved, your Infinite Campus record will be updated for the schools to access.
- If your volunteer application is NOT approved, the District Office will notify you in writing.

Volunteer Opportunities

- Chaperoning a field trip
- Supervising children during assemblies
- Helping with classroom activities (parties, projects, etc.)
- Tutoring
- Reading
- Cutting & pasting
- Bulletin boards
- Guest speaker
- Assisting with PTO events
- Other various school related opportunities

Volunteer Code of Conduct

- Confidentiality is of utmost importance. Periodically throughout your 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 administrator.
- Periodically, a student may share stories about family or neighbors. While at times these stories may seem innocent and/or amusing, it is best to keep them confidential.
- If a student exhibits reluctance to follow directions or exhibits behavior concerns, contact the classroom teacher. Remember to not share your perceptions of a student in the community.

Volunteer Code of Conduct Continued

- 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.

Liabilities of a Volunteer

Volunteers will be covered under the district's liability insurance policy while performing services authorized by the administrator or their direct supervisor (teacher, head coach, head director, or head advisor) as noted in BOE Policy # 353.1.