

# CHARLES COUNTY PUBLIC SCHOOLS

## Guidelines and Expectations for Chaperones and Volunteers Agreement

Part A: Chaperones and Volunteers						
Name					School	
Home Address						
Telephone #	Home		Work		Cell	
Assignment	<input type="checkbox"/> Chaperone <input type="checkbox"/> Volunteer <input type="checkbox"/> Both Chaperone and Volunteer					
Description (e.g., help in classroom, field trip to National Zoo, etc.)						

### Chaperones and volunteers are representatives of the school system and must adhere to the following expectations:

- Must check into the office and sign-in using the ScholarChip Visitor Management System.
- Must work under the direction of professional staff. Chaperones and volunteers do not supplant staff.
- Must follow all school regulations and observe the same rules as students and staff.
- Must observe all Charles County Public Schools policies, regulations, and school rules.
- Must conduct themselves to the standards of behavior which will secure maximum education benefits, maintain good public relations and contribute to individual and group safety.
- Must respect the confidentiality of student and school matters.
- Must be 21 years of age (*unless a parent/guardian of one of the students*).
- Must read additional expectations below and agree to and sign this agreement.

### Chaperones – On Campus or Field Trips

Charles County Public Schools requires that chaperones volunteering for field trips, on or off of campus, follow school system expectations and the guidelines listed below:

- Must be the parent or guardian of student participating in the student activity. Anyone other than a parent or guardian must receive express permission from the principal.
- Must be available to students at all times during field trips.
- Must be prepared to respond to all needs and emergencies of students.
- Must follow the same rules as staff, including those concerning use of drugs, alcohol, tobacco and cell phones.
- Must wear appropriate dress in accordance with system expectations for staff.
- Must use appropriate language at all times.
- May not bring any other child, including siblings.

### Volunteers in Our Schools

Volunteers assist regular employees and supplement services and learning opportunities offered to students. Charles County Public Schools encourages the use of volunteers and sponsors appropriate activities to recognize volunteers who contribute significant time and service to a school or the school system. Volunteers in schools wishing to establish a regular schedule with a set number of hours daily or weekly, which involves direct interaction with students under the supervision of staff must speak to the principal prior to assuming a volunteer assignment.

Your signature below indicates you have read the above and understand the school system expectations for student activity chaperones and volunteers. Please return the signed form to the principal. Upon request, a copy will be provided to you.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Name Printed \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## Theodore G. Davis Middle School

### Volunteer Information Card

#### Volunteer Information (Please Print)

Name \_\_\_\_\_

Email \_\_\_\_\_

#### Student Information

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

**Returning Volunteer?** Yes or No

Do you have a unique talent or skill that you would like to share or access to a unique resource that might be a great fit for the school?

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For Internal Use

Date Verified: \_\_\_\_\_