

Hellgate Elementary Volunteer



Vigig Online Background must be completed once per school year for all volunteers. Please go to the following website to complete.

<http://hellgateelementary.quickleasepro.com>

(Please return this form to any building office when completed)

Thank you for your willingness to volunteer. You will find that teachers use different practices and approaches as to how they do things in their classroom. Therefore, it is important for you to take some time to visit with your teacher, and find out what it is they want you to do, how they want it done, and what they expect from you as a classroom volunteer. We cannot stress enough the importance of ongoing communications with your teacher. It is really the key to a good volunteer experience for everyone.

Here are some general guidelines for volunteers, teachers, and administrators to be familiar with as part of developing a good partnership with the teacher and the school:

The Role of the Volunteer: While the tasks you will be asked to do will vary, it is important to keep in mind that the role of the volunteer is always essentially the same: *to enhance the functioning of the classroom by assisting the teacher*. Sometimes you will work directly with students, but more often you will be taking care of some of the necessary details that go into keeping a classroom running. The more of these tasks a volunteer can do, the more time the teacher has available to do what they are trained to do: *teach!*

The teacher may ask you to do a certain task at a designated time each week (give spelling tests, listen to students read, take small groups to check out library books, etc.), or you may be asked to do a wide variety of jobs such as create a display, staple workbooks together, help with an art project, etc. Therefore, it is very important that you understand your job from the beginning so that you can carry through with the work and not have to interrupt the teacher and the class. It is a good idea to discuss ahead of time, with your child, what your role will be as a parent volunteer so that they will not be expecting to have your undivided attention while you are in their class. It is important for them to understand that you are there to help the teacher and the other students in the class as well.

Volunteer Sign In/ Sign Out - For several reasons, student and staff safety being at the top of the list, volunteers are asked to sign in and out at the front office when you come and go from school. It is important for staff to know who is in the building throughout the day. When you arrive at the school to volunteer, please sign in at the building office. Sign your name with the time you arrived, and when you are ready to leave, please write in that time as well.

Confidentiality: It is essential to respect the privacy of all children at our school as well as that of their family. When you sign up to be a classroom volunteer you are agreeing to maintain the same standards of confidentiality expected of all of our school staff. Do not discuss such matters as: a student's academic progress, a student's grades, information you may learn about the student's family life, your opinions of a student's temperament or behavior, etc. When in doubt, ask yourself if you would want your child or family discussed in this way without your permission. However, should you hear anything from a child which causes you concern for his or her safety or well being, bring this to the teacher's attention immediately.

Hellgate Elementary Chaperone Guidelines

When you volunteer to serve as a chaperone on your child's field trip, you will be helping to extend the regular curriculum beyond the classroom and the school. Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities. The purpose of the Chaperone Guidelines is to provide you with an overview of a chaperone's responsibilities, and to make recommendations for appropriate responses to various situations that may arise

during the course of a field trip. Should you require any additional information, or have any other questions or concerns; you are invited to meet with your child's teacher or principal to discuss the matter.

General Qualifications...

- A chaperone must be a parent/guardian/relative of a child in the class taking the field trip.
- A chaperone must be willing and physically able to participate in all activities.
- A chaperone must complete an online background check and complete necessary paperwork.

Chaperone Alert...

- Be sure to arrive on time and bring a watch. It is important that chaperone's be on time since trips are planned to depart and return to school at specified times. Performances, tours, or activities during the trip are scheduled and delays may disrupt the field trip for everyone.
- Dress appropriately. Casual, comfortable dress is recommended. Listen to the weather report and anticipate weather changes. When in doubt, bring rain gear or dress in layers.
- Know the children in their group. Introduce yourself and be sure that you know the names of the children in your group. Name tags or a list of students' names will be supplied by the teacher (if necessary). If a child refuses to follow your instructions, inform a teacher as soon as possible.
- Talk to the teacher. Don't hesitate to ask questions if you have doubts as to what should be done in a given situation. The teacher is in charge, and her/his directions must be followed at all times. Please speak to the teacher privately if you have any concerns.
- Watch carefully. Always think of the children's safety first. Be alert to potential dangers- stray animals, strangers, etc. Do not take chances. If necessary, move children to a safe place and inform the teacher.

Remember - do not smoke or drink alcoholic beverages during the field trip. Also, do not bring along siblings or other children. Your responsibility is to the children in your group. Insurance regulations do not permit parent chaperones to bring other family members on school field trips.

- Do not leave children alone or unescorted. It is your responsibility to keep the group together and when necessary, escort children to the lavatory.
- Do not purchase souvenirs or food without prior permission of the teacher.
- Do not physically restrain a child. Unless a child poses an imminent threat to the safety of him/herself or others, chaperones should never physically handle a youngster. Should a child refuse to follow your directions, inform the teacher immediately.
- Do not release students to anyone other than the teacher. Parents/guardians who want to take children home during a field trip must secure permission from the teacher.
- Do not administer ANY medications to a youngster. All medical situations must be referred to the classroom teacher. In the event of an emergency, the supervising teacher, or a designated volunteer, will be responsible for the first aid kit. Use latex gloves (in the first aid kit) when handling all bodily fluid, including blood products. Report all illnesses and injuries to the teacher.

Volunteer (Please Print) _____ (signature) _____

Please include all of your children on one form.

Child name/names _____

Child's Teacher _____

Volunteers phone # _____ email _____ date _____

I have completed the online background check. (check circle)

Background checks must be completed before you can volunteer at Hellgate Elementary.