



Drew Charter School Volunteer Safety Expectations

*Volunteer & Chaperone Orientation
Level 2 and Level 3 Volunteers*



DREW CHARTER SCHOOL



Thank You for Volunteering!

Our volunteers play an important role in supporting student learning and strengthening our school community. Our commitment is to:

- Keep every student safe.
- Provide positive and respectful learning environments.
- Model Drew CARES values.
- Support teachers and staff as partners.

All volunteers are expected to follow these Volunteer Safety Expectations before participating in any school activity.



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Volunteer Levels: Understanding Your Role

Level 2 Volunteers

- . Classroom volunteers
- . On-campus events
- . Reading with students
- . School celebrations
- . Always supervised by Drew staff

Level 3 Volunteers

- Field trip chaperones
- Off-campus activities
- Approved after-school activities
- May supervise small groups of students as directed by Drew staff



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Expectations for Every Volunteer

- Be positive, patient, and respectful.
- Follow directions from Drew staff at all times.
- Wear a visitor badge where visible.
- Use respectful language.
- Maintain student confidentiality.
- Report safety concerns immediately.
- Model appropriate behavior.
- Remain free from alcohol, illegal drugs, tobacco, vaping products, and impairment while volunteering.

Remember: *Volunteers support staff—they do not replace staff.*



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Student Supervision

Level 2 Volunteers

- Remain under the direct supervision of school staff.
- Never be alone with a student in a private area.
- Allow teachers to handle discipline.
- Notify staff immediately if assistance is needed.

Level 3 Chaperones

- Supervise only assigned students.
- Conduct regular head counts.
- Keep students together.
- Follow the field trip schedule.
- Notify staff immediately of emergencies, illness, injuries, or missing students.
- Never leave students unattended.



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Transportation & Safety Rules

For the safety of all students, volunteers and chaperones **may not transport any student** unless the student is:

- . Their biological child; or
- . Their legally recognized dependent or legal ward as documented with the school.

Volunteers **may not**:

- . Drive students home.
- . Transport students to events.
- . Make unscheduled stops.
- . Allow students to ride in personal vehicles.

All student transportation must follow Drew Charter School procedures.



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Mandatory Reporting – Your Responsibility as a Drew Volunteer

Protecting Every Drew Scholar

At Drew Charter School, the safety and well-being of our students is everyone's responsibility. As a volunteer serving in and/or with the school, you are expected to immediately report any reasonable suspicion that a child may be experiencing abuse, neglect, exploitation, or other situations that place a student at risk.

As a Volunteer, You Should Report If You:

- Observe signs of possible physical, emotional, or sexual abuse.
- Observe signs of possible neglect.
- Witness inappropriate conduct involving a student.
- Hear a student disclose that they have been harmed or do not feel safe.
- Become aware of any situation that may place a student's safety or well-being at risk.



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Mandatory Reporting – Your Responsibility as a Drew Volunteer

What You Should Do:

Remain calm and listen if a student chooses to talk with you.

Do not promise confidentiality. Instead, let the student know you will need to share the information with school staff who can help keep them safe.

Do not investigate or question the student extensively. Your role is to report concerns—not determine whether abuse has occurred.

Immediately notify the school administrator or designated school official before leaving campus.

Remember: *If you are unsure whether something should be reported, **report your concern.** School administrators will ensure that the appropriate next steps are taken in accordance with school policy and Georgia law.*



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Volunteer Acknowledgement – Your Commitment to Student Safety

By serving as a volunteer at Drew Charter School, I understand that:

- ✓ The safety and well-being of every student is my highest priority.
- ✓ I have a responsibility to immediately report any reasonable suspicion of child abuse, neglect, exploitation, or any concern affecting a student's safety or welfare to the appropriate school administrator or designated school official.
- ✓ I understand that my responsibility is to report concerns—not to investigate or determine whether abuse has occurred.
- ✓ I understand that information shared by a student regarding their safety **cannot be kept confidential** and must be shared with appropriate school personnel.
- ✓ I agree to follow all Drew Charter School volunteer expectations and procedures regarding student safety and mandatory reporting.



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When You're Unsure...

Immediately notify Drew staff if you observe:

- A student injury
- Bullying
- Unsafe behavior
- A missing student
- Suspected abuse or neglect
- Any emergency

Student safety always comes first.

If a situation feels
uncomfortable or unsafe:

STOP.

ASK A STAFF MEMBER.

REPORT THE CONCERN.



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Thank You!

Thank you for partnering with Drew Charter School. Before volunteering, please make sure you have:

- ✓ Completed Volunteer Pre-Registration
- ✓ Completed Volunteer Safety Expectations
- ✓ Submitted the Safety Expectations Acknowledgement
- ✓ Received Level 3 Clearance (if applicable)

Together, we create a safe, welcoming, and engaging environment where every student can thrive.