



Ventnor Elementary School Volunteer/Chaperone 2024-2025

A volunteer/chaperone's main duty is to assist and assure the safety of the students. Faculty members are responsible for providing information to volunteers/chaperones including emergency procedures. On field trips, supervisors must be a faculty member. In class volunteer opportunities must be scheduled in advance. "Drop in" volunteering is not permitted.

General Responsibilities:

- All volunteers/chaperones must be scanned and pass through our security system.
- All volunteers/chaperones must be board approved each year and amended as needed.
- All volunteers/chaperones must be at least 21 years of age.
- All volunteers/chaperones must conform to all pertinent Board Policies and Regulations.
- Volunteers must keep all information regarding students, staff, and programs confidential.
- All school rules apply in the classroom as well as school sponsored field trips. Volunteers/chaperones are expected to comply with school policies, follow the directions given by the teachers, work cooperatively with other chaperones and school staff members, and model appropriate behaviors for students.
- Volunteers must display patience, empathy, and a desire to help. Remember you are a role model for our students.
- Volunteers will redirect student behavior but will never admonish or discipline a child.
- Volunteers will never be alone in a classroom or in any other isolated area with a child or with children.
- Volunteers will not enter or use children's restrooms.
- Volunteers/chaperones will not be permitted to bring relatives or siblings of participating students or other persons to the classroom or on a field trip.
- Please do not use cell phones in the classroom or on a school trip unless it is an emergency. It is not acceptable for outside work, calls, or texting to be completed while you are supervising students.

School Trip Responsibilities:

- Volunteer/chaperones shall provide an operating cell phone number to the homeroom teacher to call if there is an emergency.
- Timelines are critical. Be sure you know when and where to meet the rest of your group at the end of the visit. Please be prompt and try to arrive at the meeting spot a few minutes early; buses are often on a very tight timeline.
- Volunteer/chaperones must be dressed appropriately.
- Volunteer/chaperones
 - may not use or possess alcohol or other drugs or carry weapons.
 - may not use tobacco in the presence of, or within the sight of, students.
 - may not administer any medications, prescription or nonprescription, to students.



Ventnor Elementary School
Volunteer/Chaperone 2024-2025

I hereby acknowledge that I have read and understand the above provisions and agree to execute my duties as a volunteer/chaperone in accordance with their provisions.

I understand that this is the first step in the approval process. I must complete all steps to be BOE approved to volunteer in the classroom and/or attend a field trip.

Volunteer/Chaperone Name Printed Volunteer/Chaperone Signature Date

Volunteer/Chaperone Contact Number

Student's Name Grade Homeroom Teacher