

# Volunteer Handbook



St. Andrew Catholic School  
2011 - 2012

## **Code of Conduct = ADULT Volunteer**

St. Andrew Catholic School will provide a safe environment that allows the gospel message of Jesus Christ to permeate our minds hearts and souls. As a Catholic community, our mission is to proclaim to our community our obligation to provide the safety, care and nurturing of our students.

Therefore we have certain expectations of the students who participate in activities at St. Andrew Catholic School and sponsored offsite events. To insure a safe and enjoyable time for everyone, the following guidelines for adult volunteers are in effect.

Responsible adults (i.e. principal, teachers, priests, volunteers, chaperones, etc.) are responsible for the supervision of students. We look to supervising adults to help enforce the school rules and to set a good example.

1. The possession, use, purchase and distribution of tobacco, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or other objects by supervising adults are not permitted, and will result in disciplinary action which would include dismissal from activities.
2. It is understood that volunteers will never discuss any student's progress, behavior, ability, etc. not even with the student's parents. Questions regarding student progress, evaluation of student progress or problems of any student must always be referred to the teacher. (Please do not try to answer questions about curriculum – always refer interested persons to the teacher/administrator).
3. Always provide a safe environment where all participants can be sure that boundaries will not be violated.
4. Avoid situations where you are alone with a minor. At least 2 adults should be present when there is only one minor and at least 2 minors should be present when there is only one adult. Interactions should be held in a public area or in a visible area such as a room with an interior window or an open door so that another adult or youth can be present outside the room as a witness.
5. Positive reinforcement should always be used.

## **Guidelines for Chaperones:**

St. Andrew Catholic School has adopted the following guidelines regarding field trip chaperones. These guidelines are to make both the teacher and parent more comfortable with the chaperoning experience. We believe that these steps will aid in making field trips a safe and memorable experience for everyone involved. All chaperones must have completed all Volunteer Requirements as stated by St. Andrew Catholic School and the Diocese of St. Cloud.

## **Selection Criteria for Chaperones:**

1. The teacher will determine the total number of chaperones needed for each individual trip in grades K – 5th. The age level of the children, the nature of the activity and special needs are qualifying factors for selecting chaperones.
2. Parents will be **discouraged** from driving separately and joining the group. The field trip is a class experience. It is not time for one-on-one quality time between parent and child.
3. Siblings may not attend field trips with a chaperone.
4. Teachers will make a concerted effort to include parents who are interested in chaperoning activities.

## **Responsibilities of a chaperone:**

As a chaperone, it is your responsibility to make sure the children that you have been assigned behave in the appropriate manner. Additional duties include:

1. Knowing where your group is at all times.
2. Making sure your group is listening and attentive during the tour guide.
3. Accompanying members of your group to the rest room. For younger children, this would include entering the rest room area. For older children, this would be to wait outside the rest room where you have a clear line of sight of the area. This is done for the safety of the students and to be sure St. Andrew students are not involved in inappropriate behavior.
4. Ensuring students exhibit safe and respectful behavior on the bus and in any waiting areas. To ensure:
  - a. Appropriate voice level
  - b. Sitting at all times
  - c. Hands and arms inside the bus
  - d. The aisle remains open
5. Chaperones must enforce school guidelines. Even though it may not be your child, and the parents may discipline in a different style, you are in charge of that student and you must assertively enforce the guidelines.
6. A field trip is not the time or place to discuss school related issues with the teachers or other chaperones. The teachers are most willing to setup appointments to talk with you about your child and/or other school issues.

I have received and read the St. Andrew Catholic School Volunteer Handbook and agree to be governed by the policies contained herein.

Volunteer Name (Please Print):

---

Volunteer Signature: \_\_\_\_\_

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