

EAST CHINA SCHOOL DISTRICT
VOLUNTEER APPLICATION – FIELD TRIP CHAPERONE/CLASSROOM WORKER

EAST CHINA SCHOOL DISTRICT
1585 Meisner Road, East China, MI 48054
Phone: (810) 676-1000 Fax: (810) 676-1130
Web Site: www.eastchinaschools.org

SCHOOL: _____

ACTIVITY: _____

PLEASE SUBMIT COMPLETED FORM NO LESS THAN TEN (10) DAYS PRIOR TO ACTIVITY.

Volunteer Name:	Student Name:
Present Address: Address: _____ City/State/Zip: _____ Telephone: _____ Driver's License #: _____ (Copy of driver's license must be attached)	Volunteer Emergency Contact: Name: _____ Relationship: _____ Address: _____ Telephone: _____

Applicant Certification

Have you reached your 18th Birthday? ☐ Yes ☐ No

Are you a Citizen of the US? ☐ Yes ☐ No

If not, are you eligible to work in the United States? ☐ Yes ☐ No

If yes, what makes you eligible? _____

Have you ever been convicted of a misdemeanor which requires your name to be listed on the sex offender's registry or have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain: _____

Do you have any current pending felony charges or are you under investigation for potential felony charges? ☐ Yes ☐ No

If yes, please explain: _____

Do you have any current pending misdemeanor charges which require your name to be listed on the sex offender's registry or are you under investigation for potential misdemeanor charges which require your name to be listed on the sex offender's registry? ☐ Yes ☐ No

If yes, please explain: _____

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I am responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

I certify that the answers and information given by me in this application are true and complete without qualification and that I have not knowingly withheld any information that might, if disclosed, affect my application unfavorably. I understand and agree that if any statement made by me on this application is false, misleading or a material omission, it will prevent me from volunteering and will be grounds for my immediate dismissal regardless of when discovered by the East China School District.

I authorize the East China School District to make any investigation into my background deemed necessary. I authorize law enforcement organizations to give the District any information they have regarding me without providing me with notice of the same. Such information may include criminal convictions, driving records, Child Protective Service information, other information pertaining to child neglect or abuse, and any information that may be relevant.

I have read, understand, and agree to the specific volunteer guidelines for both classroom setting and chaperoning of field trips. Violation of any of the guidelines may jeopardize the ability to volunteer and/or chaperone for future events.

Signature: _____ **Date:** _____

East China School District Guidelines for Volunteers

School Setting

The role of a volunteer is an important one and requires accepting certain responsibilities. These guidelines help ensure that the safety, security, and privacy of our students is maintained and that there are minimal disruptions to teaching, learning, and an orderly school environment.

- Volunteering must be scheduled and approved by the teacher or administration.
- Volunteers must respect and maintain the confidentiality of matters that occur within the school. Please do not discuss a student with others. Confidentiality is of the utmost importance. If you have a concern about any issue, contact the teacher privately to protect students' privacy rights.
- Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
- Volunteers should not communicate with the parents of other students to inform them of students' statuses or performance at school.
- Volunteers must remain in the area for which they are volunteering. Volunteers are not permitted to attend recess, lunch, or specials classes.
- Volunteers must attend strictly to the duties for which they have volunteered.
- Volunteers should not use this time in the building to monitor their own children's classrooms or inquire about their students' progress with the teacher.
- Volunteers' dress and grooming should be suitable for the public school setting.
- Other children are not permitted to accompany volunteers on campus.
- Volunteers' personal electronic devices must be set to silent or vibrate while on campus. If an electronic personal device needs to be used, volunteers should step out of the classroom.
- Volunteers are not allowed beyond the office area, in the staff lounge, or in the teacher workroom. This is where staff members meet to informally discuss confidential matters.
- Instruction in classrooms should not be interrupted by volunteers.
- Volunteers should not initiate social activities with students.
- Volunteers must not take pictures and/or video while in the building to protect the privacy of students unless prior approval is given by the principal.

East China School District Guidelines for Volunteers

Field Trip Chaperones

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants.

- Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
- Familiarize yourself with the instructions given to you by the classroom teachers prior to the field trip and enforce these instructions throughout the trip.
- Teachers reserve the right to assign and/or reassign students to groups.
- The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
- Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
- Be on time for designated meeting places and departure.
- School district policies apply to district sponsored, off-site activities. As a volunteer chaperone you:
 - May not smoke or use tobacco or controlled substances including electronic cigarettes, vapes, etc.
 - May not be under the influence or consume alcohol or illegal substances.
 - May not possess articles that can be used as weapons.
 - May not administer medication to students.
- Keep your assigned group of students with you throughout the field trip. Never allow individuals to leave the group.
- You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
- For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
- Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
- Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
- To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use for emergencies only.
- Please be aware that some students have photo restrictions; this means their parents have formally requested that they not be photographed at school or in school activities. Do not post photos/videos of students on your personal social media.