



The Schools of McKeel Academy Volunteer/Chaperone Guidelines and Information

We welcome your willingness to volunteer at our schools! This information is to help make the most of your volunteer experience and to provide protection for both you and our students.

Sign In Procedures

Everyone entering the school site will be screened using the Visitor Tracking System. A government issued ID is required. A badge will be printed that must be worn while on campus or in attendance at a field trip.

How Do I know What To Do?

The classroom teacher or another staff member is responsible for providing instruction and directions to you. Be sure and contact her or him with any questions or concerns. Please do not assume you know the correct way to handle unusual situations. Special information will be provided for specific field trips.

Conduct/Dress

Your appearance in dress and grooming must be appropriate. You are a role model for students. Be respectful, civil and cooperative.

Discipline

Discipline is the responsibility of school staff. Report problems to those in authority.

Classroom Responsibility

Volunteers are not to be left alone with students in a classroom.

Other Children

Volunteers may not bring other children of any age with them to volunteer opportunities at the school or on field trips.

Student Emergencies

Contact staff when a student is sick or injured.

Protecting our Students

If child abuse and/ or neglect is suspected, contact a school staff member to assist you in notifying authorities as required by law. If a student talks about harming themselves or others, report the conversation immediately to school staff.

School volunteers who witness bullying, teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, racial, sexual or religious harassment, public humiliation or destruction of property, must report the incident to school authorities.

Protecting our Volunteers

Stay in sight of staff when working with students at the school. On field trips there are always to be two adults with groups of students. Be mindful of not engaging in inappropriate touching or comments. Volunteers should not have individual contact with students outside of school hours.