

West Allegheny Marching Pride

Chaperone Guidelines

As defined by the West Allegheny School District
Approved March 2003 by the Board of School Directors

District Mission Statement

The mission of the West Allegheny School District, a leader in quality education, is to ensure that each student acquires the necessary knowledge and skills to become a responsible citizen, capable of making a successful transition into employment, further education, or both. This is accomplished by providing meaningful and personally challenging learning experiences in partnership with family and community.

District Beliefs

- We believe that quality education is essential to sustain our democratic society
- We believe that education benefits people throughout their lives
- We believe that learning is a life-long process
- We believe that every person is valuable and worth of respect
- We believe that all people can and want to learn
- We believe that self-esteem fosters greater motivation and achievement
- We believe that quality education is a shared responsibility among students, family, school and community
- We believe that higher expectations lead to higher performance
- We believe that family support provides a strong foundation for individual learning
- We believe that each individual is unique and capable of reaching higher levels of performance given the proper conditions

Philosophy & Overall Guidelines

Thank you for consenting to serve as a chaperone or volunteer. The West Allegheny School District appreciates your time and efforts on behalf of our students and programs. Providing this information plus that of your specific area is intended to clarify the expectations of the District and the responsibilities inherent to this volunteer role.

Students shall be expected to treat adult volunteers with a cooperative attitude, courtesy and respect. In return, volunteers shall be expected to treat students with sensitivity and due care as extensions of the District, its employees and its Mission Statement/Beliefs. This positive, pro-active approach develops a productive rapport and mutual respect that benefit all involved.

The initial responsibility for chaperones and adults volunteers is that of the District staff responsible for the given area. Training for chaperones and volunteers shall be conducted by the District staff responsible for your area who will also provide information specific to that organization.

Each adult wishing to chaperone or volunteer in any capacity involving direct supervision of students must acquire the *Act 151: PA Child Abuse History* and *Act 34: Criminal Record Check*. Note that each adult wishing to chaperone or volunteer in *any* capacity for an out-of-state or overnight activity must acquire these clearances.

As of December 9, 2002, PA residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are not also required to obtain a FBI Criminal History Record.

Primary Responsibilities

The primary responsibilities of a volunteer include assisting the District staff for a given organization:

- To provide for the safety and well-being of the students
- To nurture and maintain a positive environment
- To implement District policies and procedures as stated in *Board Policy*, the building *Student Handbook*, and the district's student *Code of Conduct*
- To implement and monitor the specific policies and procedures of the given organization
- To not exceed the responsibilities of the volunteer role
- To follow the *chain of command* of the organization and of the District
- To report all incidents in a timely manner
- To maintain effective communication among fellow volunteers and with District staff
- To communicate in a timely manner if a commitment made to volunteer cannot be fulfilled
- To be firm, fair and consistent in all dealings with students. Address the problem without attacking the person
- To never physically or verbally harass a student
- To not administer medicines. Report medical concerns immediately to District staff
- To maintain confidentiality at all levels, including among fellow volunteers, with students and within the community
- To maintain an appropriate dress code
- To not bring an outside conflict with another student or family into the context of the organization
- To not undermine your credibility with all students by providing your own child special treatment outside the organization's policies and procedures

Contact the District staff responsible for your area with any questions.

Thank you!