

## Chaperone Agreement Procedures

Jefferson County Board of Education Policy Chapter 7, Field Trips and Excursions, requires one chaperone for every ten students. All chaperones are to follow the policies of Jefferson County Schools during the time of the event and abide by them.

- A. Each chaperone, before attending any field trip/excursion, is to complete an Activity Chaperone Agreement form.
- B. All chaperones are to be made aware of all policies and school rules.
- C. The agreement form is to remain on file in the school office and to be updated annually.

Jefferson County Schools  
Chaperone Activity Agreement  
(This agreement is to remain on file in the school office.)

I, \_\_\_\_\_, agree to act as a chaperone on a Jefferson County school-related event on \_\_\_\_\_. In agreeing to do this, I understand that I will be subject to the policies and instructions of school employees during the time of the school event, and I agree to abide by them. I agree that if my child is a member of the group, he/she will conform to the activities scheduled for the rest of the group of students.

I understand and will abide by the Jefferson County Board of Education Policy which prohibits the use of tobacco on school property, at any school-sponsored event, and when in the presence of students. I further understand the Jefferson County Board of Education reserves the right to request a background check on any chaperone/volunteer should there be sufficient cause to do so.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Teacher

**This form is to remain on file in the school office.**

## Chaperone/Volunteer Aide Approval Procedure

Jefferson County Board of Education Policy Chapter 7, Section 5.4, Field Trips and Excursions, provides that principals may approve parents as chaperones. The Superintendent of Schools must approve all other individuals interested in being chaperones and/or volunteer aides. The procedures are as follows:

### A. Parent Chaperones

1. The principal shall submit the names of parent chaperones on the proper form, SOP 7.7a.
2. SOP 7.7a is to be signed by the school principal and a copy forwarded to the Office of Curriculum and Instruction before parents can serve as chaperones.
3. Parent chaperones are to be approved annually.

### B. Non-Parent Chaperones

1. The principal shall submit the names of non-parent chaperones on the proper form, SOP 7.7b.
2. SOP 7.7b is to be signed by the school principal and forwarded to the Office of Curriculum and Instruction.
3. The form will be forwarded to the superintendent for signature.
4. A copy of the approved form will be sent to the school and a copy will remain on file in the Office of Curriculum and Instruction.
5. Non-parent chaperones are to be approved annually.

### C. Volunteer Aides

1. Volunteer Aides
  - a. The principal shall submit the proper form, SOP 7.7c, for any individual interested serving as a volunteer aide.
  - b. SOP 7.7c is to be signed by the school principal and forwarded to the Office of Curriculum and Instruction.
  - c. SOP 7.7c will then be forwarded to the superintendent for signature.
  - d. A copy of the signed Volunteer Aide Application will be sent to the school, and a copy will remain on file in the Office of Curriculum and Instruction.
  - e. The school office will maintain a file of approved volunteers.
    - All volunteer aides who volunteer regularly are required to have a tuberculin skin test or chest x-ray.
  - f. Volunteer aides are to be approved annually.

2. Volunteer Coaches

- a. The principal shall submit the proper form, SOP 7.7d, for any individual interested serving as a volunteer coach.
- b. SOP 7.7d is to be signed by the school principal and forwarded to the Department of Human Resources. A volunteer coach must meet the following requirements before their name may be submitted to the Board for approval:
  - (1) Complete West Virginia Secondary Schools Activities Commission (WVSSAC) coach training and provide certificates of completion
  - (2) Fingerprint background check at volunteer's expense
  - (3) Copy of high school diploma or GED
  - (4) Complete application for Temporary Authorization from WV Department of Education
  - (5) Tuberculin test or chest x-ray
- c. SOP 7.7d will then be forwarded to the Superintendent for signature.
- d. A copy of the signed Volunteer Coach Application will be returned to the school, and a copy will remain on file in the Department of Human Resources.
- e. The school is to maintain a file of approved volunteers.
- f. Volunteer coaches are to be approved annually.

Jefferson County Schools

Chaperone List for Parents of Students

School \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Names must be listed in alphabetical order (last name, first name).

Last Name	First Name	Last Name	First Name

This list is to be approved by the school principal. Before any parent can serve as a chaperone, a copy of this list must be on file in the Board Office.



## Jefferson County Schools Volunteer Aide Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

School \_\_\_\_\_

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All volunteers who volunteer in Jefferson County Schools are required to have a tuberculin skin test on file in the school office prior to commencing their volunteer work.

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### Principal's Recommendation

Recommended \_\_\_\_\_ Yes \_\_\_\_\_ No

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Superintendent's Action

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Superintendent's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## Jefferson County Schools Volunteer Coach Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

School \_\_\_\_\_

All volunteer coaches must meet the following requirements before their name can be submitted to the Board for approval:

- Complete West Virginia Secondary Schools Activities Commission (WVSSAC) coach training and provide certificates of completion
- Fingerprint background check
- Copy of high school diploma or GED
- Complete application for Temporary Authorization from the WV Department of Education
- Tuberculin Test or if required a Chest X-Ray

### Principal's Recommendation

Recommended      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Superintendent's Action

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

Superintendent's  
Signature \_\_\_\_\_ Date \_\_\_\_\_