



Volunteer, Chaperone and Driver Form

2023-2024

It is the policy of Star of Bethlehem Lutheran School, in order to provide a safe and secure environment for our children, to require all who volunteer to serve our youth, including those who chaperone and drive for school functions, to fill out and sign this form each school year.

Standards of Conduct for All Volunteers

Called Workers, hired positions, and volunteers must conduct themselves with the applied intentions and actions of highest good. You are expected to maintain all legal and ethical boundaries of conduct with children and youth at all times; following the directions as laid out in God's Word. These boundaries include, but are not limited to:

- A) Refraining from, and discouragement of, intimate or inappropriate sexual contacts or relationships, verbally or in action, between adults and any youth(s) during all formal and informal youth activities, in any capacity, at any location.
- B) Refraining from the use of abusive and/or profane language while in the presence of youth.
- C) Reporting of your medical use of any controlled prescription substance that has cautionary warning of possible impairment to the Principal for the purpose of determining possible limitations on responsibilities and contact with youth, within 24 hours of use or until termination of use; and the reporting of knowledge of above circumstances regarding others.
- D) Reporting, within 24 hours, directly to your Principal any knowledge or firm suggestion of:
 - Sexual misconduct or abusive conduct between adults, adults and youth(s), and youth(s)
 - The use or possession of illegal drugs by adults and/or youth(s)
 - Any suicidal words or actions by adults and/or youth(s)
- E) Maintaining the direct or implied confidence and privacy of all adults and youths except in the circumstances of C and D above.
- F) Speak in a manner that edifies and uplifts the ministry of Star of Bethlehem – refraining from any talk that would be deemed gossip, derogatory, or inflammatory to the ministry.
- G) To the best of your ability, follow the command of our Lord Jesus Christ; and to discuss any problems you may be experiencing with the Principal immediately.

Standards of Conduct and Responsibilities for Chaperones

All school rules apply on school field trips. Chaperones are expected to comply with school policies, follow the directions given by the Lead Teacher or classroom teacher/staff, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

- A) Chaperones will be responsible to follow Star of Bethlehem and teacher/staff guidelines for the safety of all participants

- Behavior not allowed at school will not be tolerated on field trips
 - Chaperones must address any issues or enlist a teacher/staff member to assist as appropriate
- B) Chaperones must be readily available, be mindful of safety concerns, and respond to student needs
- Chaperones should refrain from using cell phones except to take photos on the trip
- C) Chaperones must ensure assigned students stay with them at all times
- Go over the buddy system – know assigned buddies for each child
 - Chaperones must account for all students regularly and before changing activities (i.e. moving from wing A to wing B of the museum, leaving the on-site zoo classroom and going into the zoo)
- D) Chaperones are not permitted to purchase food/snacks for children other than their own without prior permission from the Lead Teacher or classroom teacher
- E) Chaperones are not permitted to administer any medication to any children other than their own
- In the event of a medical situation, Chaperones must use due diligence in dealing with that situation which may include contacting venue security/personnel, calling 911, contacting the Lead Teacher or classroom teacher
- F) In the event of a missing child:
- Do not leave other children assigned to you unattended – travel as a group until Lead Teacher, Star staff member or another chaperone can take over responsibility for your group of children
 - Locate venue security or staff and enlist their assistance in locating missing child
 - Contact Lead Teacher for field trip and notify them of incident
- G) Family members or friends of a chaperone may not participate in a field trip without prior approval from the Lead Teacher, classroom teacher or Principal
- Other small children can distract you from your responsibilities as a chaperone

Standards of Conduct and Responsibilities for Drivers

- A) Parent/adult drivers are expected to comply with all State of Wisconsin driving/road rules and regulations including proper use of seat belts, booster seats, positioning of children in the vehicle (younger children may not ride in the front seat), valid insurance and vehicle registration, valid driver's license
- B) Parent/adult drivers are expected to maintain a safe, reliable vehicle
- C) Parent/adult drivers should refrain from using a cell phone or other device while driving any children, teachers/staff or other chaperones on a school sponsored field trip
- D) Parent/adult drivers are not permitted to make any non-emergency unscheduled stops
- E) Parent/adult drivers are not permitted to “switch” passengers once assigned by the Lead Teacher without approval from the Lead Teacher
- F) In the event of an auto collision, break down or another emergency (including a medical emergency), the parent/adult driver or other adult passenger must immediately:
- Call 911 if police or fire personnel are needed or if anyone sustains injuries or requires medical attention
 - Contact school office and notify Principal or proxy of incident
 - Contact Lead Teacher or classroom teacher for field trip and notify of incident

Pledge of Service for All Volunteers

Please return only this page

As a volunteer, I pledge to support the ultimate goals of bringing God's children to know his love and grace and to live a life of Godly integrity. As such, my intentions, thoughts, words, and actions, regarding the youth and adults with whom I serve, will reflect only good as I serve to uplift all to the glory of God.

I have read, understood, accepted, and will abide in thought and deed with all standards of conduct and responsibilities.

I understand the requirements for my position of service and agree to meet and comply with these requirements and all policies of Star of Bethlehem Lutheran Church & School. As my position or these requirements change, I will meet and comply as needed.

I understand that if I have been convicted of any felony, reckless driving, Driving Under the Influence (DUI), or using illegal drugs I will discuss this with the Principal prior to signing and submitting this form.

I understand that Star of Bethlehem may conduct a background check including a search of the Sex Offenders Registry as well as complete a criminal background check.

I understand that any of my words and actions which contradict this pledge will serve as a voiced need to discuss with the Principal my challenges in honoring this pledge. I understand that appropriate action will be taken and that my service to the school may be terminated.

Name: _____

Signature: _____

Date: ____ / ____ / ____

Name: _____

Signature: _____

Date: ____ / ____ / ____

The below two lines of information must be filled out if you are planning on driving Star youth. In addition, this form must be turned in with a copy of your driver's license and proof of insurance.

Name of Auto Insurance Company: _____

Policy Number: _____