



## Guidelines for Volunteers and Chaperones

The Montessori School of Winston-Salem understands that field trips provide a valuable student experience outside of the regular classroom and school setting. Chaperones make these experiences possible and we are grateful that you give your time and support to our School.

Prior to the field trip, the lead teacher or the field trip coordinator will provide you with a detailed itinerary of the trip and expectations for supervising students and emergency procedures.

To ensure that all trips are conducted and supported in a safe, consistent manner, the following general guidelines have been defined and are in harmony with our School Policies and should help you understand the expectations of the chaperone role.

All school policies apply at school-sponsored events. Chaperones are expected to model appropriate behavior and comply with school policies at all times while working cooperatively with school staff members and other volunteers. If you have questions or concerns you are strongly encouraged to contact your teacher or the Head of School prior to the trip.

Chaperones should keep in mind that field trips are extensions of the classroom experience and that the students are expected to engage in them. Although the trip may provide opportunities for you to bond with your child, please be certain that you help ensure that your child and all participants get the maximum opportunity for self-directed activity and independence on the trip.

Please remember, do not do for a child what she may do for herself. Students should be encouraged to do for themselves to the fullest extent possible.

Chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol. Chaperones may not use tobacco in any form while in the presence or sight of the children at any time.

Chaperones may not possess weapons of any kind.

Chaperones may not use cell phones while operating vehicles.

Chaperones may not administer any medications, prescription or nonprescription to students.

Students are under your care and must be supervised at all times. Please account for all students regularly and before changing activities.

Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.

**Be sure to check with your lead teacher regarding the procedures for emergencies.** You will need to know who is trained in first aid, where the first aid kit is being stored, and if any of the children in your care have life threatening allergies and how to respond in emergency situations.

**Children under your supervision may need guidance with regard to appropriate behavior and expectations during the trip.** The Montessori School does not use corporal punishment under any circumstances. Below are guidelines for discipline and behavior in the classroom which are helpful in other environments as well. If a challenging behavioral situation with a child presents; please consult the assistance of a Montessori faculty member, preferably the child's teacher.

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Below are the basic discipline and behavior guidelines that are expected at The Montessori School of Winston-Salem.

### **DISCIPLINE AND BEHAVIOR**

We encourage cooperative behavior.

We set clear limits and expectations for behavior to ensure a safe and peaceful learning environment for all.

We model appropriate behavior for the children.

We modify the classroom environment to attempt to encourage cooperative behavior.

We listen to the children.

We provide consistent redirection for any inappropriate behavior.

We respect the individual needs, desires, and feelings of each child.

We explain things to the children on their levels.

We remain consistent in our efforts to maintain a safe and peaceful environment for all our students.

Intentional aggressive physical behavior to peers or staff includes the following: kicking, fighting, biting, pinching, poking, hitting, grabbing, beating, bullying, shoving, spitting, tripping, scratching, using profane language, making disruptive noises, or misusing the school's and other's property. Repeated behavior on a field trip that does not improve with conflict resolution techniques would result in the following:

The child will be immediately removed from the environment. When the child has calmed down, the teacher will have a discussion with the child about behavior and will provide encouragement and redirection.

If the child is acting aggressively and has broken the agreements that have been made with him/her to keep everyone safe on a trip, the parents will be asked to come and take the child home or arrangements will be made to return the child to the school so he or she may be picked up by the parents.

### **Availability**

In the event that the number of volunteers exceeds the classroom need for a specific event, task or trip, preference will be given to an approved volunteer who has signed up in a timely manner and has not previously participated in a similar function.

**“The environment itself will teach the child, if every error he makes is manifest to him, without the intervention of a parent or teacher, who should remain a quiet observer of all that happens.”**

**-- Maria Montessori**