

**EXTENDED FIELD TRIP
VOLUNTEER CHAPERONE GUIDELINES**

Thank You for Your Support!

This district believes that field trips provide a valuable educational experience for students. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is paramount concern, Idaho State law requires the district to conduct a criminal record background check of school volunteers with unsupervised access to children. In addition, the district also requires that all volunteer chaperones be at least 21 years old and complete the Volunteer Disclosure Form.

Guidelines for Volunteer Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

1. Chaperones are expected to comply with district policies, follow the directions given by the district's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with district policy, during district-sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at school-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in extra activities not pre-approved by administrators and parents.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Family members or friends of a chaperone may not participate in a district-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
7. Chaperones that transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all district and state student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
8. Be sure to know what to do in an emergency (e.g., medical emergency, natural emergency, lost child, or serious breach of rule). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

I acknowledge that I have received the copy of the “Extended Field Trip Volunteer Chaperone Guidelines,” have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Signature

Date

Printed Name

Emergency Contact

In the event that I have a personal emergency, please contact:

Printed Name

Relationship

Daytime Phone

Alternate Phone