



SCHOOL SPONSORED TRIP CHAPERONE/VOLUNTEER GUIDELINES

- *In order to maximize every student's learning opportunity on a school sponsored trip; Chaperones/Volunteers must comply with the guidelines listed below.
- *All Chaperone/Volunteer's information must be current, approved, and on file in the school office prior to the trip. Required documentation is dependent upon type of school sponsored trip (license, insurance, volunteer forms, fingerprints, and TB testing) and must be approved by the school site administrator and/or District administration if needed.
- *Chaperones/Volunteers who will be supervising students alone must be fingerprinted and have TB testing completed and on file with the District (this would include any parent drivers).
- *Parents/Guardians who attend school sponsored trips serve as the primary chaperone for the students. Parents are not allowed to leave the field trip at any time without the direction of the certificated staff in charge of the school sponsored trip.
- *Chaperones/Volunteers are not allowed to bring siblings on a school sponsored trip.
- *Chaperones/Volunteers should not take any non-emergency phone calls or texts during the school sponsored trip.
- *Chaperones/Volunteers are expected to maintain a copy of the school sponsored trip permission forms with them at all times during the trip and return all documentation to the certificated staff in charge of the trip at the end of the trip.
- *The certificated staff members serve as the school sponsored trip leaders and make all decisions regarding the school sponsored trip. Chaperones/Volunteers must comply with the directives of the certificated staff members during the trip.
- *Chaperones/Volunteers should act as role models for students and be active participants on the school sponsored trip. Chaperones/Volunteers are expected to comply with and uphold all of the school site District rules and procedures.
- *Chaperones/Volunteers are to actively monitor the safety of all students.
- *All disciplinary and/or medical issues, concerns and questions must be referred to one of the certificated staff members in charge immediately. Only a certificated staff member may address a disciplinary issue and take appropriate actions.
- *Chaperones/Volunteers are to notify the certificated staff members in charge immediately if any student has a medical/emergency need.
- *Chaperones/Volunteers shall not discuss individual students or staff with other people.

PARENT ACKNOWLEDGEMENT

I have read and acknowledge the requirements necessary to be a school sponsored trip volunteer. I agree to follow the guidelines to the best of my ability. Failure to do so may result in being asked to no longer volunteer for school sponsored trips.

Name: _____ Date: _____

Signature: _____