



Cheney School District VOLUNTEER CHAPERONE FIELD TRIP GUIDELINES

Cheney School District (hereinafter referred to as “the District”) believes that field trips provide a valuable educational experience for students. Chaperones provide a vital opportunity for children to relate school learning to the larger community and world they live in. Thank you for volunteering to chaperone this education field trip. All chaperones must abide by the following guidelines to provide a safe environment for students:

- Chaperones must complete a volunteer packet and any other requirements necessary for the trip, and pass a *Washington State Patrol Background Check* before accompanying students on field trips. Chaperones of trips for grades K-8 must be 21 years of age and trips for grades 9-12 must be 25 years of age.
- All school rules apply on District-sponsored events. Chaperones are expected to comply with the District policies, follow the directions given by the staff members in charge of the field trip, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- Students are to be under the direct supervision of a staff member or adult supervisor at all times. Students who need to use the restroom, etc. should always go in pairs. Unless approved by the staff member in charge, no student is to go with another adult for any reason; this includes parents who may come to the field trip site to pick up their child early.
- Student behavior is your responsibility. Monitor the behavior of all students assigned to you. If you have difficulty with a student, inform the staff member in charge or another adult immediately.
- To comply with the District policy, during District-sponsored events, chaperones may not: (1) use, sell, provide, possess, or be under the influence of drugs or alcohol; (2) use tobacco in the presence of, or within the sight of, students; (3) possess any weapon; (4) administer any medications, prescription or nonprescription, to students; and (5) take photographs and/or videos of any student for any use restricted by Family Educational Rights and Privacy Act (FERPA), including, but not limited to, posting on social media.
- To assure that a chaperone’s full attention is given to the students they are supervising, chaperones must: (1) Go over the buddy system; (2) Account for all participants regularly; (3) Be familiar with and refer to the itinerary; (4) Be mindful of safety concerns and respond to student needs; (5) not allow any non-students to attend.
- For overnight trips, chaperones will stay in the same hotel or place as the students, but in separate rooms. Chaperones will assist the staff member in charge in enforcing the established curfew.

I understand that many of the activities on this trip are outside the control of the Cheney School District. I am fully aware of any risk inherent in participating in this activity and will take precautions as needed. I have read and understand the school rules and know that these rules and the chaperone requirements are in force the entire trip. I am also aware of my responsibilities to supervise the students on this trip and will conduct myself in a manner befitting a chaperone. **Please sign below and return the form to the staff member in charge of the field trip.**

Chaperone Printed Name

Phone Number

Signature

Date