

## **Helena Public Schools**

### **Student Instruction**

**2075F-5**

### **Field Trips**

#### **Guidelines and Form for Volunteer Field Trip Chaperones**

#### **Thank You for Your Support!**

The Helena School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities. In order to help ensure that District-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, our Board Policy 5122 requires the District to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete the School Volunteer Disclosure Form. The District also requires that volunteer chaperones be at least 21 years old.

#### **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. All school rules apply on District-sponsored events. 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. Chaperones may request a copy of the Student Handbook which outlines expectations for student behavior.
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 (including medical marijuana) or alcohol,
  - may not use tobacco in the presence of, or within the sight of, students,
  - may not possess any weapon even if the chaperone possesses a concealed weapon permit,
  - may not administer any medications, prescription or nonprescription, to students.

3. Students must be supervised at all times while at District-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, their chaperone, at all times. 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 no extra activities not preapproved 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.
7. Chaperones who transport students in their personal vehicle must complete the District Private Transportation for School Activities 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 (medical emergency, natural emergency, lost child, serious breach of rule, etc.). 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.

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

\_\_\_\_\_

*Printed Name*

*Relationship*

*Daytime Phone*

I acknowledge that I have received the copy of the "Guidelines for Volunteer Field Trip" Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name \_\_\_\_\_ Date \_\_\_\_\_

*Printed Name*

Name \_\_\_\_\_

*Signature*