



Guidelines for Volunteer Field Trip Chaperones

Thank You for Your Support!

At Miramonte School, we believe that field trips provide a valuable educational experience for students. The students experience “being there” and they are better able to connect their current learning to past and future experiences. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support to these important activities.

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 our paramount concern, all volunteers must have successfully completed a fingerprint background check prior to the trip. If you are transporting students in your vehicle, the following must also be completed before the trip.

- A copy of your current drivers’ license must be on file in the school office.
- A copy of your current insurance identification card must be on file in the school office. (The minimum coverage is a 100/300/50 liability policy.)
- You must be at least 21 years of age.

Guidelines for Volunteer Chaperones

Prior to the field trip, the classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the teacher or principal.

1. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.
2. In order to comply with school policy, before or during the field trip, chaperones:
 - may not use or possess alcohol or other drugs
 - may not use tobacco in the presence of, or within the sight of, students
 - may not administer any medications, prescription or nonprescription, to students.

3. Students must be supervised at all times while at a school sponsored event. 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. 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. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
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 any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. 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.
7. Siblings and family members may not participate in a school sponsored field trip unless prior written permission is granted by the teacher. (Young children can easily distract you from your primary responsibility of supervising your group of students.)
8. Be sure you 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 your cell phone is, and where the **Emergency Consent to Treat** packet is located. Keep the cell phone contact number of the teacher and other chaperones available.
9. Please follow the directions of the docents and guides even if other groups do not.
10. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip-planned stops, and make sure that all students have the appropriate safety restraints. You may not transport students without carrying the sealed **Emergency Consent to Treat** packet. **Do not open this packet unless there is an emergency.** At the end of the field trip, immediately return the packet to the office.

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

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| Printed Name | Relationship | Daytime Phone |
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I acknowledge that I have received the "Guidelines for Volunteer Field Trip Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Printed Name _____ Date _____

Signature _____ Cell Phone _____