GUIDELINES FOR VOLUNTEER FIELD TRIP CHAPERONES

The Puyallup School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. To help ensure that district sponsored field trips result in safe and rewarding experiences for all participants, we have prepared the following procedural and conduct guidelines for volunteer field trip chaperones.

Becoming a Volunteer Field Trip Chaperone

District chaperones must be at least 21 years old. Because student safety is a paramount concern, Washington State law requires the district to conduct a criminal background check on all school volunteers. To accomplish this, all volunteers must complete the following forms:

- Puyallup School District Volunteer Application
- In addition, if you will be transporting students in your personal vehicle:
  - Volunteer Authorization to Transport Students (Form 2320F4)
  - Request for Driver's Abstract from the Department of Motor Vehicles (if driving more than one day)

If you have any questions regarding the procedures to become a volunteer, please contact the district office.

Guidelines for Volunteer Chaperones

Prior to a field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, the expectations for student supervision, emergency procedures, and any district policies relating to the field trip.

Expectations for chaperones include:

1. Students must be supervised at all times while at district sponsored events. Account for students regularly and before changing activities.

2. Chaperones must be readily available, aware of safety concerns, and respond to students' needs. All school rules apply during district sponsored trips.

3. Chaperones may not use, sell, provide, possess, or be under the influence of drugs or alcohol during a district sponsored event.

4. Chaperones are not permitted to possess any weapon during a district sponsored event.

5. Chaperones are not permitted to use tobacco in the presence of, or within sight of students.

6. For the protection of both students and the chaperone, chaperones should not place themselves in situations in which they are alone with the student.

7. Chaperones are not permitted to administer prescription or non-prescription medications to students.

8. Family member 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/program director. If they are 18 years or older and not a student in the district, they must complete all district required adult volunteer forms.

9. While participating in a district sponsored event, chaperones are expected to follow the directions given by the district supervising staff member, comply with district policies, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

10. Chaperones that transport students in their personal vehicle are expected to comply with all district and state student transportation rules and regulations. In particular, district policy requires that your personal insurance provides primary coverage in the event of an accident or injury.

We hope these guidelines help you understand the importance of your role as a volunteer chaperone. If you have any questions, you are encouraged to discuss them with the supervising staff member in charge of the field trip, building principal or program director.

Thank you for your support of school activities. You play a critical role in a successful and enjoyable field trip or event.

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Please sign and return

In the event of a personal emergency, please contact:

_____
Printed Name   Relationship   Daytime Phone Number

I acknowledge that I have received a copy of the Puyallup School District *Guidelines for Volunteer Field Trip Chaperones.* I have read the guidelines and agree to comply with the guidelines as a volunteer chaperone with the Puyallup School District.

Name (printed): _____

Signature: _____

Date: _____