

# Seattle Public Schools Guidelines for Volunteer Chaperones Elementary School Day Trips

## Thank You for Your Support!

Seattle Public Schools 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 our paramount concern, Seattle Public Schools has established procedures for screening all school volunteers who may have unsupervised access to children. Please check the District website “Volunteering at SPS” (under the Families & Communities tab) for the latest requirements. No volunteer may chaperone a field trip until the background check and other requirements are completed. If you have recently moved to Washington State and plan to chaperone a field trip, the District may require a comprehensive background check so we may access other states’ criminal history databases. Please allow sufficient time to complete this requirement before the scheduled field trip departure date.

The District also requires that volunteer chaperones be at least 21 years old.

## Guidelines for Volunteer Chaperones

Prior to your field trip, the lead chaperone 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 lead chaperone or the building principal/program manager.

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 lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Be sure you are familiar with section “Code of Prohibited Conduct” of *The Basic Rules of Seattle Public Schools*.
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 or alcohol
  - may not use tobacco in the presence of, or within the sight of, students
  - may not possess any weapon
  - 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. 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.

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 administrators and parents.
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. 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. Additional small children can distract you from your duties as a chaperone.
8. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist 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.
9. 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:

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<i>Printed Name</i>	<i>Relationship</i>	<i>Daytime Phone</i>
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I acknowledge that I have received the copy of the "Guidelines for Volunteer Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

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

*Printed Name*

Name \_\_\_\_\_

*Signature*