



## CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

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"Dedicated to Excellence"

Franklin R. Narducci, Superintendent

### Field Trip Volunteer Guidelines

## Thank You for Your Support!

At Chandler Unified School District, we believe that field trips provide a valuable educational experience for students. 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 Field Trip Volunteer**

Because student safety is our paramount concern, all volunteers must have successfully completed and submitted a Tier III Volunteer form and a criminal background check, for overnight field trips, prior to the trip. Tier III criminal background checks can take up to ten weeks to process, so for overnight field trips, this information needs to be completed in a timely manner. Those attending day trips need to complete the Tier I & Tier II form.

### **Guidelines for Volunteers**

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. **Field trip volunteers must have their photo I.D. at all times.**
2. Chandler Unified School District is a tobacco and drug free campus, so be sure to leave any of these items at home. If you forget, they must remain in the car, but by law it should not be on school grounds or with you on field trips. Since field trips are a school function there is no smoking on field trips. Chaperones 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.
4. **Please turn your cell phone off or put it on vibrate while on a field trip.** The phone distracts the students and if you are talking on the phone you may lose track of the students you are assigned to.
5. 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.

6. Eating and drinking are not permitted outside of designated areas and predetermined times.

7. Please do not use improper language while with the children.

8. You may need to ride the bus to and from the field trip site. Please note that you must remain at the field trip site and with the group (i.e. you are not allowed take them across the street to McDonald's for ice cream.)

9. Field trips are for educational purposes. For the following reasons it is not wise to take the students into snack shops, gift shops or on rides unless these sites have been pre-approved.

- You may not be aware of any food allergies some of the students might have.
- You do not want any problems with theft or damages.
- You may not know what each parent might allow in relation to purchasing things.
- Students should not have money. Any money needed would have been collected prior to the trip

10. 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. When taking students to the rest room stay together.

- Monitor boys and girls as they go in and out.
- If restrooms are too far apart, take one group and have the other group wait. Then take the other group.

11. Please be advised that **you are not allowed to have younger siblings on field trips while you are volunteering with us**. Volunteers must be 18 years or older.

12. 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, and where your cell phone is located. Keep the cell phone contact number of the teacher and other chaperones available.

13. Please follow the directions of the docents and guides even if other groups do not.

14. Ask before you take pictures/video of the group.

- We have some students who are not allowed to have their picture/video taken.
- Ask the teacher.
- If you have one student in the group who does not have a media release, think of a creative way to get around it without causing the student to feel bad. The older ones understand it is the younger ones who do not. Take a picture, show them, and then delete it, or crop them out.

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**Thank you for volunteering.**  
**Without your help this trip may not have been possible!**