

Guidelines for Volunteer Field Trip Chaperones

Thank You for Your Support!

The Fleetwood Area School District believes that field trips provide a valuable educational experience for our 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 a paramount concern, a criminal record background check and a child abuse history check of school volunteers with unsupervised access to children are required.

Procedures for Volunteers **Who Have Been Chosen to be a Field Trip Volunteer:**

If you are not currently on the building volunteer list, you must take the following steps to become a field trip volunteer (please check with your child's teacher to see if you are on the building volunteer list):

- Complete the **PA State Police Criminal Record Check** and the **Pennsylvania Child Abuse History Clearance** forms and mail to the appropriate agency. These forms can be found on the top of this page under Chaperone Forms. They are also available in the school office.
- The **PA State Police Criminal Record Check** can be completed and paid for online at the following website address:
<https://epatch.state.pa.us> (under credit card users, click on submit a new record check)
- The **Pennsylvania Child Abuse History Clearance** form is not available for processing on line. You must mail the form to the appropriate agency.
- Please note that the state agencies **do not** accept cash or checks. You must send a money order as payment.
- The district no longer pays for volunteer clearances.
- Once processed, you will receive the forms back from the state agencies.
- **In order to be placed on the district volunteer list, you must return the processed forms back to your child's teacher.**

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 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.
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 student 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 extra activities not pre-approved.
5. Eating, drinking and gum chewing 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. 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.

In the event that you have a personal emergency, we should contact:

<i>Printed Name</i>	<i>Relationship</i>	<i>Phone number</i>
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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.

<i>Printed Name</i>	<i>Date</i>
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Signature