

Volunteer/Chaperone Guidelines for Field Trips

Field Trip Procedures

A “field trip” occurs when students leave school grounds for an educational purpose. It is a student trip for the purpose of curriculum related study (part of the classroom educational experience), MHSA interscholastic athletics, co-curricular activities, outdoor education or part of a school-sponsored club.

Types of field trips include:

- Day field trips
- Recurring field trips (same activity over and over on regular basis, such as a choir or sports games)
- Field trips with special hazards:
 - near water or involving swimming or boating
 - in remote locations/hiking
 - involving animals (farms, zoos, riding animals, etc.)
 - involving outdoor education
- Extended field trips - overnight field trips or out of area (over 50 miles)
- Out of country field trips

The Stevensville School District 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.

Thank You for Your Support!

Pursuant to Board Policy 2320, building principals have developed procedures for field trips. Prior to each field trip, the teacher or sponsor will fill out and submit the Field Trip Approval Form. Students will take home, and must return signed, a Field Trip Consent Form, which describes the field trip and provides general information about the trip. Extracurricular coaches are not required to fill out a Field Trip Approval Form prior to each out of district event, and students participating in extracurricular activities with recurring trips must provide only one Field Trip Consent Form per year.

All overnight trip sites, when possible, will be inspected prior to final trip arrangements. Hotels should be chosen considering ease of supervision. A chaperone must be on the same floor as and in close proximity to student rooms. No accommodations should have doors directly from student rooms to the exterior. The trip supervisor shall be responsible for making the room assignments.

An itinerary will be provided to all parents and the school. All rooming lists will be prepared in advance of the trip and will include written hotel confirmation. Trip supervisors are responsible for assigning supervision during the night, unless a written

security agreement is in place (such as an agreement with a reliable security agency that has personnel present on the floor). If a travel agent arranges the trip, it will be expected that a travel agent representative will be on the trip.

Trip supervisors are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of students is imperiled or where changes or substitutions beyond the control of the trip supervisor have frustrated the purpose of the trip. Parent requests cannot supersede trip itineraries.

In addition, each volunteer chaperone will be provided with the District's Guidelines for Volunteer Field Trip Chaperones.¹ The supervising staff member will provide each volunteer with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures.

Volunteer/Chaperone Guidelines for Field Trips

Becoming a Volunteer Field Trip Chaperone

Because student safety is paramount concern, our Board Policy 5430 requires the District to conduct a finger print based background check of school volunteers with unsupervised access to children. A name based background check will be conducted on volunteers that will be supervised. To accomplish this, all volunteers must complete the School Volunteer Disclosure Form. The District also requires that volunteer chaperones be at least 21 years old.

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 supervising staff member or 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 (including medical marijuana) 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. 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. The trip supervisor will designate chaperones with the responsibility to supervise students and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school. The building principal will designate a trip supervisor who will be responsible for coordination of the trip.
5. Student supervision 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 preapproved by administrators and trip supervisors.
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. Prior to leaving the hotel the last day, each room will be inspected by the chaperones. All students sharing a room will be held responsible for missing items or any damage to the room or furnishings. Cost will be shared equally by those who occupy the room unless the responsible person or persons assume the responsibility.
8. District sponsored field trips and events are designed to enhance the education of our students. Therefore, friends and other family members, other than student participants, may not participate in a district-sponsored field trip or event.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of any 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.

Student Guidelines for Field Trips

1. All school rules will be in effect from school through return to school and those rules that apply to the specific overnight field trip will be distributed to students prior to the trip and will be followed throughout the entire trip. Parents will be provided with a written permission slip that must be signed and returned to the appropriate person at the school pursuant to these procedures.
2. In the interest of maintaining the integrity of the District, it is expected that all members of the organization conduct themselves appropriately at all times.
3. Prior to the trip, all students will be given an itinerary listing all events and times; students are expected to be prompt for all events listed.
4. All luggage is subject to a check by the chaperones and should be tagged with appropriate tags before departure.
5. Any student taking medication of any kind must follow school handbook guidelines. The medication must also be reported to the teacher/advisor before leaving by means of a written approval from a parent/guardian. The medication must be transmitted to the trip supervisor, along with the written approval, at the time the extended trip commences.
6. All participants will travel together and must remain together except upon specific instructions from the trip supervisor.
7. Before leaving busses and hotel rooms, students must check to see that the bus and/or room are left in good order and that no personal belongings have been left behind.
8. Students are to report any accidents or illness immediately to the chaperones.
9. Students are responsible for their own personal property and assume the risk of any losses or damage to their personal property.
10. In case of illness or family emergency which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent or guardian to make the financial and physical arrangements for transportation home and notify the trip supervisor of these arrangements.
11. A student guilty of a serious violation of school policy will be dealt with according to the student handbook.
12. Alcoholic beverages, tobacco or controlled substances of any kind will not be tolerated. Possession, purchase and/or drinking of alcoholic beverages of any kind, purchase or possession of tobacco in any form, as well as possession and/or use of drugs other than those previously reported before leaving the school for

medical purposes, will require disciplinary action as described in the student handbook. This pertains to all students, regardless of age, going on the trip.

13. In the case of an accident, the parent/guardian will be notified as soon as practical. Should it be necessary that a student require hospitalization, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home and notify the trip supervisor of these arrangements. Financial responsibility for any transportation (student and chaperone) required, will rest with the parent of the student involved.
14. Curfew will be strictly enforced. Each student must be in his or her room at the time designated by the trip supervisor. No one will be permitted to leave his or her room after that time. Specifically, boys are not to be in the girls' rooms or girls in the boys' rooms at any time. Also, OUTSIDERS (those not directly involved with the field trip) ARE NOT PERMITTED IN ANY STUDENT'S ROOM AT ANY TIME.
15. The building principals reserve the right to deny the participation of any student on any overnight field trip. Denial will be based upon a record of inappropriate behavior, and/or poor attendance pattern, and/or any prior threats of risk or harm.
16. If traveling by bus, all students will be assigned to a specific bus. A bus list will be prepared with a copy remaining with the school. Students are expected to ride school transportation both to and from field trip events.
17. All students must have submitted a medical release/history prior to departure.

It is the District's intent that the safety and well-being of students shall be protected at all times; that each field trip is properly planned, integrated with the curriculum and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities is monitored and continually evaluated; that teachers and trip supervisors are allowed a considerable degree of flexibility and innovation in planning field trips; and that no field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Volunteer/Chaperone Guidelines for Field Trips

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

Name (please print)

Relationship

Daytime Phone

I acknowledge that I have received the copy of "Field Trip 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

Building Administration Signature

Date _____

Superintendent Signature

Please return this signed form with the signed Volunteer Disclosure Statement.

Stevensville Public Schools
VOLUNTEER DISCLOSURE STATEMENT
YOU MUST ANSWER ALL EIGHT (8) ITEMS ON THIS FORM.

Applicant/Volunteer Name (Please Print)

1. Check any of the following for which you have been convicted, including any of these crimes as they may have been renamed: (*the term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred prosecution, or suspended sentence occurred*).

- | | |
|---|---|
| <input type="checkbox"/> Deliberate homicide | <input type="checkbox"/> Robbery |
| <input type="checkbox"/> Mitigated deliberate homicide | <input type="checkbox"/> Sexual assault |
| <input type="checkbox"/> Negligent homicide | <input type="checkbox"/> Sexual intercourse without consent |
| <input type="checkbox"/> Aiding or soliciting suicide | <input type="checkbox"/> Indecent exposure |
| <input type="checkbox"/> Vehicular homicide while under influence | <input type="checkbox"/> Deviate sexual conduct |
| <input type="checkbox"/> Assault | <input type="checkbox"/> Incest |
| <input type="checkbox"/> Aggravated assault | <input type="checkbox"/> Prostitution |
| <input type="checkbox"/> Intimidation | <input type="checkbox"/> Promoting prostitution |
| <input type="checkbox"/> Negligent vehicular assault | <input type="checkbox"/> Aggravated promotion of prostitution |
| <input type="checkbox"/> Partner or family member assault | <input type="checkbox"/> Endangering welfare of children |
| <input type="checkbox"/> Criminal endangerment | <input type="checkbox"/> Unlawful transactions with children |
| <input type="checkbox"/> Negligent endangerment | <input type="checkbox"/> Unlawful attempt to purchase or possession of intoxicating substance |
| <input type="checkbox"/> Partner or family member assault | <input type="checkbox"/> Sexual abuse of children |
| <input type="checkbox"/> Assault on peace officer or judicial officer | <input type="checkbox"/> Violation of order of protection |
| <input type="checkbox"/> Assault upon sports official | <input type="checkbox"/> Ritual abuse of minor |
| <input type="checkbox"/> Assault on minor | <input type="checkbox"/> Interference with parent-child contact |
| <input type="checkbox"/> Assault with weapon | <input type="checkbox"/> Aggravated interference with parent/child contact |
| <input type="checkbox"/> Assault with bodily fluid | <input type="checkbox"/> Parenting interference |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Criminal mischief |
| <input type="checkbox"/> Malicious intimidation or harassment relating to civil or human rights | <input type="checkbox"/> Negligent arson |
| <input type="checkbox"/> Unlawful restraint | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Kidnapping | <input type="checkbox"/> Burglary |
| <input type="checkbox"/> Aggravated kidnapping | <input type="checkbox"/> Public display or dissemination of obscene material to minors |
| <input type="checkbox"/> Custodial interference | <input type="checkbox"/> Obscenity |
| <input type="checkbox"/> Subjecting another to involuntary servitude | |
| <input type="checkbox"/> Trafficking of persons for involuntary servitude | |

- CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.**

2. Check any of the following if you have ever been convicted of these crimes relating to financial exploitation where the victim was a vulnerable adult (*defined as adults of any age who lack the functional, mental, or physical ability to care for themselves*).

- Theft Forgery
 Robbery Any of the foregoing crimes as they may have been renamed

CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

IF YOU CHECKED ANY OF THE BOXES IN QUESTIONS 1 AND 2, INDICATING THAT YOU HAVE BEEN CONVICTED OF A CRIME (AS LISTED OR RENAMED), PLEASE ATTACH AN EXPLANATION.

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

- YES NO

4. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?

- YES NO

5. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor, or to have physically abused any minor?

- YES NO

6. Have you ever been to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult?

- YES NO

7. Have you ever been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?

- YES NO

8. Are you presently charged with, but not convicted of, any of the crimes or offenses described in Questions 1 through 7 above?

- YES NO

IF YOU ANSWERED YES TO ANY QUESTIONS 3 THROUGH 8, PLEASE ATTACH AN EXPLANATION.

I certify under penalty of perjury under the laws of the State of Montana that the foregoing is true and correct.

Signature of Applicant/Volunteer

Date

Building Administrator Signature

Date

Superintendent Signature