



# Burlington - Edison Public Schools

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Superintendent

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Updated August 2011

## GUIDELINES FOR VOLUNTEER FIELD TRIP CHAPERONES

### Thank You for Your Support

The Burlington-Edison 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. 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 procedures for volunteering as a field trip chaperone and general guidelines for chaperone conduct.

In addition to these guidelines, you will receive an orientation on your role as a chaperone from the District staff member responsible for supervising your field trip. If you have any question regarding these procedures or guidelines, please contact this staff member or the building principal/program manager.

### Procedure for Becoming a Volunteer Field Trip Chaperone

Because student safety is a paramount concern, Washington State law requires the District to conduct a criminal record background check on all school volunteers. To accomplish this, all volunteers must complete the following forms:

- District/Volunteer Disclosure Form
- Washington State Patrol Request for Criminal History Information

If you have questions regarding the procedure for becoming a volunteer, you may also contact the District's Human Resources Department

### 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. 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/program manager.



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1. Students must be supervised at all times while at District-sponsored events. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
2. Chaperones may not use, sell, provide, possess, or be under the influence of drugs or alcohol during a District sponsored event.
3. Chaperones are not permitted to possess any weapon during a District sponsored event.
4. Chaperones are not permitted to use tobacco in the presence of, or within the sight of students.
5. 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.
6. Chaperones are not permitted to administer prescription or non-prescription medications to students.
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/program manager. Any field trip or event participant age 18 or older who is not a student in the District must complete all District forms required of adult volunteers.
8. While participating in a District-sponsored event, chaperones are expected to follow the directions given by the district's supervising staff member, comply with District policies, and work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

We hope these guidelines help you understand the importance of role as a volunteer chaperone. If you have any questions about these procedures and guidelines, we urge you to discuss them with the supervising staff member for your field trip or the building principal/program manager. Again, thank you for your support of school activities. You are a necessary part of a successful and enjoyable school event!