



Partner-volunteer Chaperone Field Trip Guidelines

School: _____

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored field trips result in safe and rewarding learning experiences for all participants.

Becoming a Partner-volunteer Field Trip Chaperone

WSD requires all field trip Partner-volunteers to have a current background vetted profile on record with the district through our system. If you do not have an active profile on file with us please visit www.wenatcheeschools.org and click on "sign up as a volunteer" on the front page. Your profile needs to be completed and approved 48 hrs. before your field trip duties.

Guidelines for Chaperones:

1. Please arrive 45 minutes before your field trip to receive final instructions and assignments. Depending on how complex your field trip experience may be your teacher/leader may require training meeting(s) before the event day.
2. Please leave other children at home. The students assigned to your group will need your full attention.
3. Familiarize yourself with general instructions given to the students prior to the field trip and enforce these instructions throughout the trip. If you have any questions always defer to the teacher/leader.
4. Teachers/leaders reserve the right to assign and/or reassign students to groups.
5. Keep your assigned group of students with you throughout the field trip/activity, including time on the bus. Never allow individuals to leave the group, except in an emergency and then only with a partner.
6. Always be safety conscious. Students in your assigned group are your responsibility. Know exactly how many students are in your group; their names and faces. Be sure that all are present before moving from one place/activity to another.
7. You have the authority to enforce the rules and appropriate behavior using PBIS methods sanctioned by the WSD. The responsibilities for assigning consequences or using physical restraint rest with the WSD staff. Report any major and/or continued infractions to WSD staff as soon as possible. Please review PBIS expectations on the back of this sheet.
8. Do not place yourself in situations in which you are alone with a student. This protects both student and chaperone.
9. Sensitive information you may learn about a student's abilities, relationships or background must be kept confidential.
10. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher/staff member
11. During the event, please be on time for designated meeting places and departures.
12. School district policies apply to district sponsored, off-site activities. As a Partner-volunteer chaperone you:
 - a. Shall not smoke or use tobacco or controlled substances including electronic cigarettes, or look-a-likes in any form.
 - b. Shall not possess articles that can be used as weapons
 - c. Shall not administer medications to students.
13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
14. Make this a fun, positive experience for all. Please do not share negative feelings on social media, if you have concerns and/or opportunities to share helpful improvements please do so with the WSD staff member in private. Please do not share your frustrations with students or other chaperones particularly on the trip/activity. As the old adage goes, "if you don't have anything nice to say, it is best to keep it to yourself", this is particularly important in regards to students and their feelings.

Thanks again for being willing to help. We hope this short list of guidelines will help you have an enjoyable experience. Please sign below after you have read these guidelines and the PBIS information on the back of this sheet:

By signing below I am indicating I have read, understand, and agree to comply with the guidelines as a Partner-volunteer chaperone and have watched the 6 minute Chaperone training video under the Parent section of the WSD website <http://www.wenatcheeschools.org/parents>.

Printed Name _____

Signature _____

Date _____

Teacher:		Field trip/Activity:	
Class:		Date of field trip/activity:	

Positive Behavioral Interventions & Support (PBIS) What you need to know!

- ❑ Clearly explain the behavioral expectations to students given to you by the teacher/leader and ensure that students understand them.
- ❑ Actively monitor your students during the activity.
- ❑ Acknowledge/praise students who are meeting the expectations.
- ❑ Remind students of the expectations if/when they are not meeting them.
- ❑ Seek the assistance of the teacher for repeated inappropriate behavior.