

FIELD TRIP GUIDELINES FOR VOLUNTEERS

Field trips are a means of reinforcing, extending, and enriching our academic program. It is important that volunteers know and understand the guidelines and expectations of accompanying students on school sponsored field trips. Please review the items below and talk with a teacher or principal if you have any questions.

1. **Safety** – Safety is our first priority.
2. **Alcohol or drugs** –
No volunteer may use or be under the influence of alcohol or drugs.
At no time, from leaving the school to returning to the school and leaving the premises, may alcohol or drugs be consumed whether or not you are directly supervising students.
3. **Tobacco** – Use of tobacco products is prohibited in the presence of students.
4. **Siblings and others** – Siblings, friends and other relatives are not allowed to accompany students on the field trip.
5. **Cell phones** – While parents may have cell phones, please do not use them unless there is an emergency.
6. **Route to the destination** – Drivers must follow the teacher’s route directions or be familiar with the route to the destination.
7. **Follow plans** – Follow the trip plans and directions of the teacher(s). Do not buy treats for your group without consulting the teacher first.
8. **Accountability for students** – The volunteer is responsible for knowing the whereabouts of each child they are assigned at all times.
9. **Student behavior** – The volunteer is responsible for monitoring the behavior of the students in his/her group. Be ready to intervene, if necessary. (If you are unsure of behavior expectations, ask the classroom teacher.)
10. **Emergencies** – If separated from the teacher when an emergency occurs, the volunteer is to call 911. The teacher and the school should be notified as soon as possible. If the emergency involves an injury, the school staff will contact the parents of the injured child.
11. **Confidentiality** – As with any volunteer assignment, volunteers may not disclose any personally identifiable student information except to the appropriate school staff.

Signature

Date

Thank you for your assistance in making our field trip a success