Thank You for Your Support!

JSerra 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 JSerra-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 Field Trip Chaperone

Because student safety is paramount concern, JSerra conducts a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete the following forms:

- Background Check
- Certificate showing successful completion of the Shield the Vulnerable program

Information about both can be found at JSerra’s Office of Human Resources

Guidelines for 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 Head of Administration.

1. All JSerra rules apply on field trips. Chaperones are expected to comply with all JSerra policies, follow the directions given by the supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

2. In order to comply with JSerra policy, during JSerra 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 JSerra-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 unless specified by the supervising staff member. 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 students' needs.

4. Student behavior is your responsibility. School rules related to student behavior apply. Review rules and standards of behavior, safety rules, and site-specific rules with students. Ensure that students do not get involved in extra activities not pre-approved by the supervising staff member.

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. Family members or friends of a chaperone may not participate in a JSerra-sponsored field trip or event unless prior approval has been obtained from the Head of Administration.

7. Chaperones who transport students in their personal vehicle must receive approval from the Office of Human Resources. Chaperones are expected to comply with all California student transportation rules and regulations.

8. Chaperones must 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.

9. Chaperones who are not JSerra employees are not permitted to discipline students who violate rules of the trip. Such chaperones should report to a JSerra employee any violation of rules by a student.

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

________________________________________  ___________________________________  ____________
Name    Relationship     Telephone

I acknowledge that I have received the copy of the “Guidelines for Field Trip Chaperone”, have read these guidelines, and agree to comply with the guidelines as a school volunteer.

________________________________________  ___________________________________  ____________
Name    Signature     Date