



**Midland
Community
School District**

Guidelines for Volunteer, Chaperones, & Drivers

Thank you for your interest in being a field trip chaperone and/or driver. 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 experiences for all participants.

Becoming a Volunteer Field Trip Chaperone/Driver

District procedures require that all volunteers have completed a Volunteer Disclosure Statement and have a background check (Iowa Courts Online, Iowa Department of Corrections / FBI, and Iowa Sex Offender Registry) completed at the districts expense. Volunteer drivers will need to provide a copy of a valid driver's license and current insurance card.

Guidelines for Chaperones / Drivers

1. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip. You have the authority to enforce rules and appropriate behavior. The responsibility for assigning consequences rests with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
2. Chaperones should set a good example with regard to conduct, language, appropriate dress, etc.
3. The nature of all conversations with or in the presence of students should be positive in nature. Gossip about students, their family members, staff, or community members is unacceptable.
4. Teachers/Sponsors reserve the right to assign and / or reassign students to groups.
5. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.

6. Always be safety conscious.
7. Be on time for designated meeting places and departure.
8. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
9. School district policies apply to all district sponsored, off-site activities. As a volunteer chaperone you:
 - a. May not smoke or use tobacco or controlled substances including electronic cigarettes or look-a-likes in any form.
 - b. May not consume alcoholic beverages.
 - c. May not administer medications to students.
10. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
11. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
12. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or at school activities. Do not post photos of student on your personal social media. Pictures may be taken and provided to the teacher/sponsor to post on school social media platforms after verification of photo restrictions are non-existent.

Additional Guidelines for Drivers

1. Follow all traffic laws including speed limits.
2. Do not text while driving.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance for the teacher/sponsor. We hope you enjoy your field trip experience.

I have read, understand, and agree to comply with the guidelines for chaperones and drivers.

Signature

Date

Printed Name