

TALENT BANK
San Marino Unified School District
1665 West Drive
San Marino, California 91108

ELEMENTARY
FIELD TRIP SUPERVISION GUIDELINES

Dear Parent,

Thank you for assisting with the field trip. Your contribution allows the students to participate successfully in outside enrichment activities.

PLEASE OBSERVE THE FOLLOWING GUIDELINES:

1. Interested parties ***MUST complete the District's on-line volunteer training module to serve as a chaperone PRIOR TO the field trip.***
2. The District reserves the right to require chaperones to submit to an automated criminal records check through a local law enforcement agency and to submit fingerprints to the Department of Justice for a criminal records check. No person shall serve as a chaperone unless cleared through these methods. Chaperones shall be cleared annually.
3. A person who has been convicted of any violent, drug-related, or other serious felony shall not serve as a chaperone in the district.
4. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone in the District.
5. Chaperones shall not place themselves in situations in which they are alone with students. **AT ALL TIMES THE CHAPERONE'S PRIMARY FOCUS SHOULD BE THE SAFETY OF THE STUDENTS.**
6. At all times a chaperone is "on duty" he or she shall not:
 - (A) Use or possess alcohol, narcotics or other controlled substances.
 - (B) Use tobacco while in the presence or within view of students
 - (C) Administer any medications, prescriptions or non-prescription, to students unless the student is his or her own child.
7. Chaperones are expected to serve as good examples for the students and shall refrain from using inappropriate language, telling inappropriate jokes, or otherwise engaging in unprofessional behavior.

8. CHAPERONES SHALL NOT USE CELLULAR TELEPHONES FOR VOICE OR TEXT COMMUNICATIONS WHILE PARTICIPATING IN ACTIVITIES WITH THE STUDENTS.

9. When going on a field trip, please do not park your car in the staff parking

10. DO NOT bring small children with you.

11. Know which children are in your group and keep them together during the trip.

12. Chaperones shall supervise students and guide and assist students with safety and appropriate behavior. If an issue arises concerning student behavior, the chaperone shall report the issue to the supervising teacher immediately. All student discipline matters will be handled exclusively by the supervising teacher.

13. In the event that a chaperone must act to protect the safety of him/her or the students, the chaperone shall only use physical force that is reasonable and necessary under the circumstances.

14. When going on a field trip, DO NOT leave the students unattended. If you return to the school prior to your child's teacher, please wait with your students outside the classroom until the teacher returns..

15. Complete the "Voluntary Excursion/Field Trip Notice and Medical Authorization for Adults Participating in Field Trips" form and return it to the teacher prior to going on any field trip.

Again, thank you for helping out. Your presence on the field trip is a source of pride for your child, and it is greatly appreciated by the teacher.

Sincerely,
Mary Prickett
Talent Bank Coordinator