

200 Poplar Street, Vandergrift, PA 15690

Name:	Phone:
Student's Name:	Grade and class letter:
School:	Email:
PTA/PTO Membership form and check sent (list date):	
Clearances: (website information at bottom of form) <span style="float: right;">Please keep copy of clearances for your records</span>	
<b>PA State Police Criminal Record Check</b>	___ attached ___ on file
<b>PA Child Abuse History Clearance</b>	___ attached ___ on file
<b>FBI Criminal Background Check (fingerprints or affidavit)</b>	___ attached (Background Check) or ___ attached (Affidavit)
*The FBI Criminal Fingerprint Background Check is only necessary if you have NOT been a resident of the state of PA for at least 10 consecutive years. If you have been a PA state resident for 10 or more consecutive years, you must sign an affidavit.	
I am willing to chaperone: <span style="margin-left: 100px;">___ for my child's class only</span> <span style="margin-left: 100px;">___ for all field trips within my building</span> <span style="margin-left: 300px;">___ for field trips in any building if there aren't enough chaperones</span>	

### Chaperone Guidelines

All Chaperones are expected to abide by the guidelines that follow:

1. The number one priority is the safety and security of our students; therefore the number of chaperones is limited. All chaperones must be a member of the PTA/PTO and at least 21 years of age.
2. Chaperones (K – 6) will be selected by a random drawing held by the principal, head teachers and a member of our PTA/PTO.
3. Chaperones must obtain Pennsylvania State and Child Abuse Clearances which indicate that “no record exists” before attending field trips. Chaperones will only need to obtain these clearances once, as long as the chaperone remains active in the PTA/PTO of the child’s school. The clearances will be kept on file with each elementary school principal. Obtaining these clearances does not guarantee chaperone privileges.
4. The grade level chairperson at each building will be a chaperone provided clearances are in place.
5. Chosen chaperones are not permitted to assign a replacement if they need to cancel. PTO/PTA must be notified as soon as possible. Head teacher must be notified of replacement.
6. Teachers are not counted as chaperones, which will allow them to be available if emergency or other situations arise.
7. All students and chaperones are expected to follow the school rules while on the field trip.
8. Chaperones must serve as a positive role model and use appropriate language while in the presence of students.
9. The use of tobacco and alcoholic products is strictly prohibited.
10. Chaperones must dress appropriately.
11. All medications/special needs of students will be handled by a school district designee.
12. Timelines are established by the school/teacher and are to be strictly adhered to.
13. Chaperones must immediately report any major discipline, safety or emergency situations to the teacher(s).
14. Chaperones are not to give food items of any kind to the students unless approved by the teacher(s).
15. Chaperones must check attendance and know the whereabouts of their assigned students at all times. Chaperones are to remain with their assigned students at all times.
16. Cell phones are to be used for emergencies only.
17. Adults not chosen in the random drawing as chaperones, as well as siblings of the students, are not permitted to participate in the field trip.
18. Failure to abide by the Field Trip Chaperone Guidelines will exclude adults from future field trips and/or other school functions.
19. All student issues (behavioral, medical, etc.) are not to be discussed with other chaperones or parents.
20. Chaperones may not override a teacher’s decision or undermine their authority while on the field trip.

I have read and will abide by the above guidelines:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PA State Police Criminal Record Check: <https://epatch.state.pa.us>  
 PA Child Abuse History Clearance: <http://www.compass.state.pa.us/cwis>  
 FBI Criminal Background Check: <http://www.pa.cogentid.com> or 888-439-2486