

Expectations and Requirements for Field Trips Volunteers and Staff

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Volunteers shall act in accordance with district policies and regulations, as well as individual site requirements.

1. In case of emergency:
 - If non-life threatening, please call the designated staff member. (The number should be given out to you before you leave).
 - If a life-threatening emergency, please contact 9-1-1, then contact the designated staff member.
2. It is recommended, although not required, that each volunteer keep TB testing up-to-date. The TB testing is at the expense of the volunteer.
3. If volunteers hear about or observe evidence of child abuse, they will report the information to the site principal or designee immediately. District employee(s) are mandated reporters.
4. Confidentiality: We ask you to respect the confidentiality of what you may see or hear on campus and on field trips. Our students' right to privacy is of great importance, should be respected and is protected by Family Educational Rights and Privacy Act (FERPA).
 - Please respect the uniqueness of each child and the hard work of teachers by keeping any special information you may become aware of to yourself. Please ask the teacher about any classroom practice that is unclear or of concern to you. We would rather you ask us for clarification on any issues than have it be subject to speculation and discussion in the parking lot or neighborhood.
5. Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code section 290 shall not serve as a volunteer. Registered sex offenders cannot serve as chaperones for field trips or other school activities.
6. Tobacco-Free Schools Board Policy 1120.1; this prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.
 - Non-adherence to the above Board Policy may result in the loss of the privilege to drive and/or supervise any student other than their own for the duration of their child(ren)'s enrollment at any FUSD school.
7. Field trips are for educational purposes. For the following reasons you should not take the students into snack shops, gift shops or on rides unless these sites/activities have been pre-approved.

- You may not be aware of any food allergies a student(s) might have.
 - Being accountable for allegations related to theft or damages.
8. Ask before you take pictures/video of the group – ask the Teacher.
 - We have some students who are not allowed to have their picture/video taken.
 9. When taking students to the restroom, please stay together.
 - Monitor boys and girls as they go in and out.
 - If restrooms are too far apart, take one group and have the other group wait. Then take the other group.
 10. Refrain from cell phone conversations or texting unless there is an emergency and the teacher is supervising your group.
 11. Siblings and/or pets are not allowed on field trips as this will distract from chaperoning obligations.
 12. Drive the same students in the same vehicle to and from field trip location and school, unless a change has been authorized by the designated staff member, classroom teacher and/or Administrator. Take roll of all students assigned to you upon leaving school site and before leaving field trip to return to school site.
 13. Please remember that we are role models for our students. Always model respectful language, behavior, and dress appropriately at all time.

Please sign below verifying you have read and acknowledge the above Expectations and Requirements for Volunteers and Staff.

Signature

Date