

# SEMINOLE COUNTY PUBLIC SCHOOLS VOLUNTEER CONTRACT

***School Administration reserves the right to make the final decision for chaperone selection.***

All school field trips are considered extensions of the school day. They serve an academic purpose. Therefore the following rules apply for all field trip chaperones:

- ALL chaperones must be 21 years of age.
- All chaperones must attend chaperone training conducted by each school for which a person is serving as a chaperone.
- All chaperones must dress appropriately.
- Children or other family members of a chaperone are not permitted to participate in a field trip unless the child is part of the group going on a given field trip.
- Chaperones must be in actual supervision of all children assigned to them at all times. Students are not permitted to go off on their own.
- Get to know the students in our group. Make the trip a great experience for everyone in the group.
- Follow the planned timeline and itinerary. Be sure your group is in the right place at the right time.
- Accompany your students to the restroom area. The entire group must stay together at all times. Never permit students to leave your group.
- Chaperones are not permitted to use tobacco products of any kind or consume alcoholic beverages during a field trip, regardless of whether students are present or not present.
- Do not use profane or inappropriate language.
- Do not buy drinks, snacks, treats or souvenirs for your group unless it has been planned as part of the trip.
- Do not ask other chaperones to supervise your group.
- Do not use cell phones except for emergency purposes.
- In an emergency, always contact the lead teacher first. In an EXTREME emergency, call 911. Always remain calm.
- Chaperones are required to immediately report suspected child abuse to the DCF hotline [1.800.962.2873](tel:18009622873) and suspected or known abuse by a school board employee or other chaperone to law enforcement (Seminole County Sheriff's Department.) Failure to immediately report may subject a chaperone to criminal prosecution. Reporting to the field trip sponsor or school administrator alone does not satisfy the requirements of the law.
- Parent/siblings are not permitted to join a field trip at its destination. Only parents who qualify as a volunteer chaperone are permitted to participate in a school-sanctioned field trip.
- Parent or student relatives who are not chaperones or student participants in a field trip will not be permitted to join a field trip at its destination unless they are approved Dividends and are to be assigned a specific group of students in addition to their child/relative to supervise.

If Dividend volunteer is asked to drive their own car, (which is not encouraged) each school must submit a Department of Highway Safety and Motor Vehicles' MSMV 73901 form for them. The school will send the form to Tallahassee. Volunteers transporting student(s) in a private vehicle must show proof that they have adequate personal injury protection, medical payments, and automobile liability insurance and receive approval prior to the field trip. Adequate protection is:

1. Non-deductible PIP coverage in the amount of \$10,000.00
2. Automobile liability insurance at a minimum of \$100,000/\$200,000

All Dividend volunteers, including field trip chaperones must complete an online Dividend application and re-activate annually.

**ALL OVERNIGHT FIELD TRIP CHAPERONES MUST BE FINGERPRINTED.** Please download the forms on the travel forms page (where you got this form) and follow step #6.

Chaperone Signature; \_\_\_\_\_ Date: \_\_\_\_\_

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School:\_\_\_\_\_ Sport/Club/Activity:\_\_\_\_\_