



Guidelines for RCSS Volunteer Field Trip Chaperone

Return this to your child's teacher if you want to be considered as a Richmond County School System (RCSS) Volunteer Field trip chaperone. There may not be room for all who volunteer to chaperone. All RCSS Chaperones are to be Level 3 Volunteers!

Level 3

Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students.

Level 3 volunteers will be fingerprinted by the Richmond County School District's **School Security & Public Safety** authorized personnel at **864 Broad Street, Augusta, Georgia**.

The fingerprinting fee is **\$37.00 paid by money order or cashier's check payable to RCSS**. This includes the completion of the GBI/FBI criminal background checks and the Mandated Reporter online training prior to volunteering.

You will be notified if you are selected to chaperone.

Thank you for your interest in being a field trip chaperone. 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 RCSS Volunteer Field Trip Chaperone District procedures require that all volunteers: have completed the **Volunteer Training Class, the Mandated Reporter** online class with a certificate of completion, **be fingerprinted by Richmond County School System (RCSS)**, and have a **background check completed by RCSS**, before becoming a chaperone. The district also requires that a field trip chaperone be at least 18 years of age.

Guidelines for Chaperones

1. Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
2. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
3. Teachers reserve the right to assign and/or reassign students to groups.
4. 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.
5. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
6. Be on time for designated meeting places and departure.
7. Keep your assigned group of students with you throughout the field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
8. School district policies apply to 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-alikes in any form.
 - b) May not possess articles that can be used as weapons.
 - c) May not administer medications to students

