

## Plumas Christian School Chaperone Policies

### Overview:

We believe field trips to be an important extension of the classroom. Just as in the classroom, the teacher is in charge of students, their activities, what they can and cannot do, and the learning objectives. Parent chaperones who volunteer for supervision and transportation are also under the teacher's charge; they must set the example of obedience by following the guidelines established by the teacher to the letter. Ignoring the teacher's directions about what can and cannot be done on field trips undermines the teacher's authority. Any trip taken away from the school is a privilege, not a right, and all involved are required to represent our school, as well as the Lord, in a responsible and Christ-like manner. All trip destinations and itineraries must be approved by school administration and ultimately the Plumas Christian School Board.

Field trips are first and foremost for the students in the class. Trips are not a family event for the entire family. Siblings are discouraged from accompanying student participants during off-campus activities. Occasionally, siblings may be permitted; those siblings who travel with parents must stay with parents at all times.

All chaperones must be approved by the school board and must follow all written and implied rules of conduct that are expected of an adult accompanying a Christian school student group.

A classroom teacher or other authorized school representative will lead each field trip. All chaperones shall defer to and support the leadership and decision-making authority of the trip leader. Individual teachers will provide specific guidelines for each individual trip on such issues as fees, gift shops, car seating assignments, travel details and academic goals.

The trip leader will determine the number of parent/chaperones needed. If there is a surplus of volunteers/drivers, the leader will select, from the list, the required number of parents needed. Extra parents may or may not be allowed to attend.

Chaperones are representatives of the school and should dress appropriately according to the PCS Handbook and dress code. They should wear modest "business-casual" type clothing, unless the trip involves active outdoor activities.

Chaperones must remember that they are representing PCS and our Lord and Savior, Jesus Christ, and therefore be prudent in their preparation and packing.

No alcohol/tobacco is to be used by chaperones or (students!)

The school will not fund chaperones' trips and chaperones should not expect fundraising efforts to benefit them. They will be fully responsible for their own expenses unless otherwise notified in writing.

PCS will cover expenses for parking and tolls through the fee charged to the students. On longer, out of town field trips each student's fee will contain a portion to help with the cost of gas used by the drivers.

PCS will not be responsible for any expenses incurred as a result of or by the trip unless prior approval of School Board has been obtained.

Chaperones must have a signed insurance form with proof of current insurance, and a copy of a driver's license must be on file in the office before driving on field trips.

Cell phone information should be exchanged at the start of the trip in case someone becomes separated from the group. PCS office will be the point of contact in case of an extended separation; all parties should call (530) 283-0415 during school hours or the number provided by the trip leader.

Chaperones are expected to take an active role in assisting the teacher rather than being silent observers.

Chaperones are to be sensitive to the convictions and tastes of other families regarding conversation, music, and games taking place under their supervision.

Chaperones should expect obedient and respectful behavior from all students in their group. A friendly reminder to students about the temptations they will face and the behavior that is expected will help to set the tone as the chaperone encourages edifying conversation.

Any problems in behavior should be referred to the lead teacher as quickly as possible.

### **CHAPERONE AGREEMENT**

I, \_\_\_\_\_, a parent chosen to chaperone a trip sponsored by PCS, do hereby recognize that by signing this form I am agreeing to all rules set forth by the administration of PCS. I will abide by the rules written in the PCS Student Handbook and any rules expressed by the school administration. I understand that my sole purpose on this trip is to provide adult supervision that will maintain a safe environment for the students from PCS that have been entrusted to me. I must remain the "adult" in all circumstances and enforce the rules that have been set forth by PCS in order to minimize my liability. I realize that other parents will be depending on me to be responsible in order to protect their children and that responsibility means knowing where my assigned children are AT ALL TIMES! I realize that this is not MY vacation but rather is an event that is being sponsored by PCS to benefit the students of PCS. I will display a Christ-like attitude at all times and will behave as is expected of a Christian adult. I also recognize that there will be a school representative to whom I must answer. I understand that I am not "in charge" and will take directions from the assigned school representative as necessary. If I have a problem, I will address the school representative in private and not risk an unnecessary display in front of the students. I understand that the children should be allowed to enjoy their trip within the guidelines mentioned and not suffer with unnecessary harshness or discipline.

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Signature and Date