



Overnight Field Trip Volunteer Training

All adult (21 years or older) volunteers must be approved through a *Volunteer Disclosure Statement* and must submit an *Informed Consent Notice-Adult Supervisor*. Agreeing to the *Volunteer Disclosure Statement* is part of each online volunteer's application process. Volunteers who complete paper applications, will sign a paper copy of the *Volunteer Disclosure Statement*

About field trip volunteer responsibilities:

- While on a field trip, each volunteer's primary responsibility is to supervise students. Therefore, family members of volunteers, including younger children and friends, shall not participate in a field trip without prior approval of the building administrator.
- Students must be supervised at all times. Staff members and adult supervisors coordinating the trip will be readily available to respond to student requests and to provide balanced supervision.
- Supervisors, whether staff or volunteers, will enforce all school rules.
- Supervisors, whether staff or volunteers, will not use tobacco, drugs or alcohol during the trip.
- Supervisors, whether staff or volunteers, will maintain student confidentiality.

About transportation:

- Supervisors, whether staff or volunteers, will ride on the bus with students in positions to monitor student behavior.
- Supervisors will always be alert and attentive.
- Supervisors traveling to a destination on the bus, must return on the bus.
- An adult supervisor will travel home with any student who is asked to depart the field trip early.

About lodging:

- Supervisors, whether staff or volunteers, will have rooms that are separate but adjacent to the rooms of students under their supervision.
- As supervisors, staff members will set a reasonable curfew.
- Two adult supervisors will do visual student room checks each evening.
- Some situations may require adult supervisors **who are family members** to share accommodations with their student. These situations shall be reviewed and approved by a school administrator and by the students' parent/guardian to ensure security, privacy, and informed consent for all participants.



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About supervision

- Establish regular check-ins with students for whom you have responsibility.
- If supervision responsibility is transferred to another adult volunteer or staff member, ensure that the adult assuming this responsibility is aware of the new duties.
- Take attendance before leaving campus, before leaving to the trip site and again at the end of the trip.

About harassment, intimidation and bullying:

- Harassment, intimidation and bullying (HIB) means any intentional electronic, written, verbal or physical act that harms a student or a student's property, could interfere with a student's education, is severe, persistent or pervasive enough that it creates an intimidating, embarrassing or threatening educational environment or that has the effect of substantially disrupting the orderly operation of school.
- HIB can take many forms and caused by different motivations.
- HIB is not to be tolerated, and HIB must be reported immediately to a staff member. District [Policy 3204](#) and [Procedure 3204P](#) explain the reporting responsibilities of students and adults and include processes and steps that must be followed when HIB occurs.

About student conduct

- Before each field trip, coordinating staff members will review the standards of conduct of the trip with students and adult supervisors. These standards should include using the buddy system.
- Everett Public Schools Students Rights and Responsibilities Policies and school rules of conduct apply during a field trip.
- If any instance occurs of student exceptional misconduct, the coordinating staff member must consult with school administration as soon as possible and maintain close supervision of student(s).
- Staff adult supervisors must report all disciplinary incidents to school administration immediately upon return to school.



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About emergencies:

- Know the emergency plan and whom to contact if there is an emergency.
- If there is an emergency, the coordinating staff member will first call 911 or the local emergency number.
- The coordinating staff member should then contact the school administrator, who will make arrangements to notify parents/guardians as appropriate.
- At least one first aid kit from the health center and an emergency phone shall be taken on each field trip.
- If a student becomes ill or has an accident, one adult must remain with that student. The coordinating staff member will complete an accident report when the trip ends.

About medical issues:

- The coordinating staff member shall contact the district registered nurse/health room assistant before the scheduled trip to review any special medication or other personal health care needs, including food allergies and diabetes plans.
- All students who will be taking medication during a field trip must have properly completed district medication forms on file.
- One accompanying staff member must be trained to properly administer medications.
- Only staff members may administer medication and non-emergency medical treatment.
- All medications, unless health care provider orders indicate otherwise, will be held by the staff member trained to administer medications. These medications must be in an original container, labeled with the student's name, dosage, medication timing as per [RCW 28A.210.260](#).
- To avoid potential food allergy reactions, students and adults will not share food brought along on the trip.