

# Bridges Charter School Guidelines for: Field Trips and Volunteering

If you are...	You must have...		
Choose one option below:	<b>Fingerprints</b>	<b>TB Test or Waiver</b>	<b>Driver Forms</b>
<b>Not a regularly scheduled volunteer (volunteers less than 1 hour/month)</b>			
<ul style="list-style-type: none"> <li>Comes for special events/celebrations only i.e. Harvest Festival, Author Celebration, Class Party</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	no	n/a
<b>A regularly scheduled volunteer (volunteers more than 1 hour/month i.e. weekly time slot)</b>			
<ul style="list-style-type: none"> <li>Working with students in the classroom i.e. assisting teacher with "in class" lessons</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	yes	n/a
<ul style="list-style-type: none"> <li>Working with students outside of the classroom under the direction and sight of the teacher i.e. pulling students to the outdoor classroom</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	yes	n/a
<b>Field Trips by Car</b> (Less than 45 miles away from school) – All car field trips must begin and end at the school, parents cannot drive other parents and/or students without being an approved chaperone/driver.			
<ul style="list-style-type: none"> <li>Driving a group of students in your personal car to/from field trip</li> </ul>	Yes Must also check in with Lobby Guard and have a visitor badge	yes	Yes including proof of insurance and driving record
<ul style="list-style-type: none"> <li>Riding with another driver as a chaperone but not driving</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	yes	n/a
<ul style="list-style-type: none"> <li>Driving <b>only your child</b> (legal guardians only) to/from field trip and not driving other students and parents, can't be a chaperone. If you stay on the trip you are considered a chaperone. (see below)</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	no	Yes including proof of insurance and driving record
<b>Bus Field Trips</b> (45 or more miles away from school) – Only cleared chaperones may ride on the bus with the class and <b>all</b> students attending the trip must ride on the bus unless cleared by administration in advance.			
<ul style="list-style-type: none"> <li>Taking the bus as a chaperone with the class</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	yes	n/a
<ul style="list-style-type: none"> <li>Following the bus in your own car /carpooling with other parents /meeting the bus at the location (may not take any students <b>including</b> your own)</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	no	no
<b>Chaperoning Bus or Car Field Trips</b>			
<ul style="list-style-type: none"> <li>Chaperoning a field trip staying in a large group entire trip with classroom teacher i.e. movies, show, etc.</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	yes	n/a
<ul style="list-style-type: none"> <li>Chaperoning on a field trip and alone with small groups/individuals i.e. small groups travel around and meet back at the end i.e. zoo, park etc.</li> </ul>	No – Must login with Lobby Guard and have a visitor badge	yes	n/a

\*Only siblings or students currently enrolled at Bridges Charter School are allowed on school approved field trips. All students must have turned in a permission slip prior to the event to be in attendance on the trip for liability purposes. It is the classroom teacher's responsibility to insure all procedures have been followed and to alert administration immediately of any irregularities.