



Field Trip Chaperone Guidelines

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and requires accepting certain responsibilities. These guidelines help ensure that school sponsored field trips result in safe and rewarding experiences for all participants.

School policy requires that all chaperones have a non-conviction non-guilty form on file before becoming a chaperone. The Academy also requires that all field trip chaperones be at least 18 years of age.

The following guidelines have been defined and are in harmony with our school policies and should help you understand the expectations of the chaperone role:

- Please leave other children and family members at home. The students assigned to your group will need your full attention during the entire field trip.
- Teachers reserve the right to assign and/or reassign students to groups.
- Familiarize yourself with the general instruction given to the students prior to the field trip and enforce these instructions throughout the trip.
- 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.
- Ensure students remain with their assigned group at all times throughout the trip. Check to make sure you know where all students are regularly. **Count, count, count, all day!**
- Please arrive on time and wear a watch. The lead teacher will provide you with an itinerary of the trip with times for programs, lunch, etc. It is your responsibility to make sure your group is on time for designated meeting places and departure.
- Be alert to potential dangers; strangers, stray animals, etc. Do not release students to anyone other than the teacher. Parents/guardians who want to take children home **must** secure permission from the teacher.
- Do not administer medications to a student. Do not apply sunscreen, lotions, or lip balm to students. If a student needs medical attention, alert the lead teacher immediately.
- Be a positive and encouraging role model for the students; it is an important part of making this a good learning experience for the students. Non-verbal cues like a smile, a glance, or a nod can help keep students on track without distracting their attention from the tour guide.

- Although your own child may be in your group, do your best not to play favorites. Today your role is to pay equal attention to all students in the small group to which you have been assigned.
- All school rules apply on school sponsored field trips. Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The chaperone will follow the trip plan developed by the teachers.
- Do not purchase food or souvenirs, or provide food, or items that are not offered to all students in the class and/or preapproved by the teacher.
- Do not smoke or use tobacco in the presence of, or within sight of students.
- Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
- Supervise the student in a courteous but firm manner. If you must redirect a student who is not behaving appropriately, be firm but respectful. If a student refuses to follow directions, immediately notify the teacher.
- Refrain from using cell phones or engaging in prolonged conversations with other adults. This will distract the students unnecessarily and prevent you from devoting your full attention to the important responsibilities of chaperoning.
- Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. **DO NOT** post photos of students on your personal social media.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge. We hope you enjoy your field trip experience.

I have read, understand, and agree to comply with the guidelines if I am selected to be a field trip chaperone.

Signature

Printed Name

Date