

# GUIDELINES FOR VOLUNTEER FIELD TRIP CHAPERONES

DEPARTMENT OF STUDENT SERVICES



**Return this to your child's teacher if you want to be considered as a volunteer field trip chaperone. There may not be room for all who volunteer to chaperone. 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 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. Fingerprints and background check must be completed 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. 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-a-likes in any form.
  - b) May not possess articles that can be used as weapons.
  - c) May not administer medications to students
8. 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.
9. You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences or using physical restraint rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
10. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
11. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
12. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
14. 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. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. 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.**

_____	_____	_____
Volunteer Signature	Date	Phone#
_____	_____	
Printed Name	Email address	

To be completed by a School Administrator:

Teacher: \_\_\_\_\_

Class: \_\_\_\_\_

Field trip to: \_\_\_\_\_

Date of field trip: \_\_\_\_\_

Signature: \_\_\_\_\_

The signature verifies that the applicant understands and has received a copy of these Volunteer Field Trip Chaperone Guidelines for their records.

Rev 02/2022 SDE