

Guidelines for Volunteer Field Trip Chaperones

Thank you for volunteering as a field trip chaperone. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants. All field trip chaperones must be **at least 21 years old. All field trip chaperones must be an approved volunteer. This is done through our online volunteer application system and the process requires up to 14 business days for approval.**

Guidelines for Chaperones:

1. Leave other children at home. Students in your group 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. For the protection of both students and chaperones, **do not place yourself in situations where you are alone with a student.**
4. Teachers reserve the right to assign and/or reassign students to groups.
5. Students in your assigned group are your responsibility. Know exactly how many students are in your group; learn their names and faces. **Be sure that all are present** before moving from one place to another.
6. Always be **safety conscious**. You are responsible for the continuous monitoring of your group's activities.
7. **Be on time** for designated meeting places and departure.
8. School district policies apply to district sponsored, off-site activities. As a chaperone you:
 - a. **May not smoke** or use tobacco or controlled substances.
 - b. **May not possess articles that can be used as weapons.**
 - c. **May not administer medications** to students.
9. 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.
10. You have the authority to **enforce the rules and appropriate behavior**. The responsibility for assigning consequences or of using physical restraint rests with the staff. Report any major and/or continued infractions to the teacher as soon as possible.
11. **Do not purchase items** or provide opportunities that are not offered to all students in the class or pre-approved by the teacher.
12. Sensitive information you may learn about a student's abilities, behavior, 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, please **restrict cell phone use** to emergencies only.
14. Be aware that some students have photo restrictions; this means their family has formally requested they not be photographed at school or school activities. If you take photos, verify with the teacher that students do not have photo restrictions. **Do not post photos of students on your personal social media.**

If you have any 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.