Guidelines for Volunteer Field Trip Chaperones

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 as a 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 Chaperone's 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 must be **Level 3** and be at least 18 years of age.

Guidelines for Chaperones:

1. Leave other children at home that are not part of the class attending the Field trip.
2. Limit cell phone use to emergencies so you can give your assigned students your full attention.
3. Follow the instructions given to students before the trip and help reinforce them throughout the trip. Teachers may assign or reassign students to groups.

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4. Learn the names and faces of the students in your group. Keep them with you, including on the bus, and count them before moving to another location. Do not allow a student to leave the group except in an emergency and with a partner.
5. Always monitor your group, stay alert to safety concerns, and arrive on time at meeting places and for departure.
6. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
7. Remind students of the rules and encourage appropriate behavior. Report serious or repeated concerns to the teacher promptly. Only school staff may assign consequences or use physical restraint.
8. District policies apply throughout the trip. Chaperones may not use tobacco, electronic cigarettes, controlled substances, or look-alike products; possess items that could be used as weapons; or administer medication to students.
9. Do not buy items or offer activities to individual students unless they are available to the entire class or approved in advance by the teacher.
10. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
11. Check with the teacher before photographing students because some have photo restrictions. Do not post photos of students on your personal social media accounts.

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