



## NORTH PALOS SCHOOL DISTRICT 117

### CHAPERONE GUIDELINES & RESPONSIBILITIES FOR FIELD TRIPS

The following guidelines have been developed for field trip Chaperones in order to ensure a safe and successful trip.

#### GUIDELINES

- ✓ Chaperones must sign the Volunteer Responsibilities & Guidelines form and, present photo ID to the front office.
- ✓ Chaperones need to arrive at the start of school, and to be on time.
- ✓ Chaperones are required to ride the buses (due to insurance guidelines).
- ✓ Non-parental chaperones must be 18 or older.
- ✓ Younger siblings are not allowed to accompany chaperones on trips (due to insurance guidelines).
- ✓ **Timelines are critical.** Please wear a watch and coordinate meeting times. Please be prompt and plan for the unexpected. Please arrive at the meeting spot a few minutes early. Buses are on very tight timelines.
- ✓ Please dress appropriately for the school trip.
- ✓ Use appropriate language.
- ✓ Cell phone usage is for communication to teacher or in case of an emergency ONLY. Please **do not use your phone to take photos.**
- ✓ Please do not purchase items for the students even if they ask.
- ✓ Tobacco products are not permitted at any time during a field trip.
- ✓ Chaperones need to be aware of any medical conditions/allergies etc., of any children assigned to them.
- ✓ Chaperones shall not provide any prescription or over the counter medications to students.
- ✓ Chaperones are not to release any child to anyone other than the teacher.
- ✓ Please **do not take photos** of any children on the field trip due to confidentiality restrictions.

#### **Thank You for Your Support!**

We believe that field trips provide a valuable educational experience for students. The student's experience 'being there' and they are better able to connect their current learning to past and future experience. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support to these important activities.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

**OVER FOR MORE INFORMATION PLEASE** ⇒

## **RESPONSIBILITIES**

- Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and make sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
- Chaperones may or may not be assigned to the group their children are. Teachers may assign chaperones to lead specific prearranged groups of students.
- Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.
- Chaperones are responsible for ALL of the children in their assigned group – not just their own children.
- Please stay with the assigned group at all times. Students should never be left unattended. Students may go to public restrooms in groups. Please be aware of any adults who appear to be lingering around your area and/or who might access the restrooms when your students are using them.
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Treat all children for whom you are responsible fairly and equally.
- Report any accidents or problems to the Field Trip Coordinator immediately.
- A chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.
- Chaperones must inform the Principal/Designee of any condition that may affect his/her ability to perform his/her assigned duties.
- Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is, and where the **Emergency Consent to Treat** packet is located. Keep the cell phone contact number of the teacher and other chaperones available.
- Please follow the directions of the guides even if other groups do not.
- Please follow procedures outlined by the teacher even if there is a difference of opinion, with the exception of a safety issue. Teachers have the ultimate responsibility and depend on your support.