



Leadership Preparatory Academy Field Trip Guidelines for Chaperones

We believe that field trips provide a valuable educational experience for students. 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. Parents can earn 2 hours toward their volunteer commitment.

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.

Becoming a Volunteer Field Trip Chaperone

Student safety is our paramount concern. All volunteers must have successfully completed the Mandated Reporter course and emailed the certificate to the school and acknowledge the Field Trip Guidelines for Chaperones form.

Guidelines for Volunteer Chaperones

Before the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students and emergency procedures. In addition, the following general guidelines will help you be a good chaperone. If you have questions regarding these guidelines, please speak to the teacher or one of the Academic Coaches.

1. 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 teacher.
2. 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 making sure they behave well and are safe. Students must stay with you, their chaperone, at all times. Check to make sure you know where all students are 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. **Count, count, count, all day!**
3. Student behavior is your responsibility. School rules related to student behavior apply. Go over the 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. You are responsible for student behavior, but it is the responsibility of the teacher to discipline a student who is misbehaving.
4. Chaperones:
 - May not use or possess alcohol or drugs
 - May not use tobacco in the presence of, or within the sight of, students
 - May not administer any medications, prescription or nonprescription, to students
 - May not use a 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.
5. Eating and drinking are not permitted outside of designated areas and predetermined times. There is no eating or drinking on the school bus.

6. For the protection of both the student and the chaperone, chaperones should not be alone with a student at any time – for example in the vehicle, in a restroom, etc.
7. Siblings and family members may not participate in a school sponsored field trip. Young children can easily distract you from your primary responsibility of supervising your group of students.
8. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious break of rules, etc.) Know who is first aid trained, where the first aid kit is located and where your cell phone is. Keep the cell phone contact number of the teacher and other chaperones available.
9. Please follow the directions of the docents and guides even if other groups do not.
10. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip planned stops and make sure that all students have the appropriate safety restraints.

In the event that I have a personal emergency while chaperoning, please contact:

Printed Name

Relationship

Daytime Phone

I acknowledge that I have received the “Field Trip Guidelines for Chaperones,” have read these guidelines, and agree to comply with the guidelines as a field trip chaperone.

Printed Name _____ Date _____

Signature _____ Cell Phone _____