



## Field Trip Guidelines *For Chaperones*



1. Parents/Guardians interested in chaperoning a field trip should contact the teacher in writing prior to the trip to allow for planning.
2. Chaperones must be at least 21 years old and the parent/guardian of a student in the class.
3. No more than one family member may attend any given field trip.
4. Chaperones may not drive separately to the field trip unless approved by the teacher and principal.
5. Chaperones must maintain visual contact of students in their groups at all times.
6. If a chaperone has group members of the opposite gender, he/she should send two or more students of the same gender into the restroom at a time. These students should make a quick scan of the facilities and report back to the chaperone before using the restroom.
7. The chaperone will strictly follow the itinerary and the rules set down by the teacher.
8. If a child (other than his/her own) refuses to listen to the chaperone, he/she should contact the teacher immediately.
9. Chaperones should model proper behavior and language.
10. Chaperones should be in possession of any medical release forms for their students and return these to the teacher at the close of the trip.
11. Chaperones may NOT smoke, consume alcohol, or use illegal drugs.
12. Chaperones may NOT bring matches, lighters or weapons of any kind on the trip.
13. Chaperones must arrive on time and consider the weather, dressing appropriately for a school function.
14. Chaperones should pay their own way if a fee is involved.
15. Chaperones should bring a watch so they can monitor time.
16. If a chaperone becomes ill or for any reason cannot attend the field trip, he/she must contact the teacher as soon as possible so a suitable replacement can be found.
17. If possible, chaperones should bring a cell phone and be reachable by the teacher and school.

I have read these guidelines and agree to follow them. I understand that non-compliance will result in the loss of chaperone privilege for future trips.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_