



HOOD VIEW

A D V E N T I S T S C H O O L

FIELD TRIP CHAPERONE GUIDELINES & RESPONSIBILITIES

Thank you for giving your time and support. We believe that field trips provide a valuable educational experience for our students and volunteer chaperones make it possible for us to provide these enriching extensions of the curriculum. The role of chaperone is an important one, and while it can be enjoyable, it requires accepting certain responsibilities. The term chaperone is defined as *a person who accompanies and looks after another person or group of people*. It is not just agreeing to attend a field trip with your child, but rather, you are offering yourself to supervise and assist others.

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

BECOMING A VOLUNTEER FIELD TRIP CHAPERONE

- Volunteers are required to have completed a background check before becoming a chaperone. Please allow sufficient time (5-6 weeks) to complete this requirement before the scheduled field trip date.
- Chaperones must be at least 21 years of age.
- Prior to driving for a field trip, you must submit a Driver's Information Form to the office and be approved to drive. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.

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. The following guidelines must be adhered to by the Chaperone. Please sign and return the Field Trip Chaperone Agreement prior to the field trip. **A signed copy of the *Field Trip Chaperone Agreement* is required prior to participation on any HVAS field trip.**

1. 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 model appropriate behavior for students. The chaperone will follow the trip plan developed by the teacher.
2. Chaperones are expected to dress appropriately. The chaperone is acting in the role of another teacher and should be dressed accordingly. Be sure to listen to the weather

report and anticipate weather changes. When in doubt, bring rain gear and dress in layers.

3. Chaperones should arrive promptly to the classroom at the designated time so that the teacher can give you your assigned “group” and can give you information about the particulars of your responsibilities on the trip.
4. Teachers reserve the right to assign and/or reassign students to groups.
5. Chaperones who transport students in their personal vehicle must ensure that
 - They are not on the phone or texting while driving
 - students use required safety restraints and child seats or booster seats if applicable. It is highly recommended that all children under age 13 ride properly restrained in the **back** seat.
 - students are respectful passengers that allow you to focus on careful driving
 - music and other entertainment choices are school-appropriate. Devices of any kind are not to be brought on school-sponsored trips unless an exception is made by the sponsoring teacher or the principal.
6. All school-sponsored trips are considered an extension of the classroom; therefore, students are expected to follow all school rules for conduct and attitudes while on field trips.
 - Chaperones are responsible for the behavior of the students in their group. This means that the students are a polite audience, respect property, clean up after themselves, follow the rules of the place they are visiting, and never act in an unsafe manner.
 - If a student will not follow your reasonable requests to comply with behavior and safety rules, please notify the teacher or other staff chaperone promptly.
7. Students must be supervised at **all times** while on a school-sponsored trip.
 - Students in your assigned group are your responsibility.
 - Please ensure that your group of students stays with you at **all times**. If a student needs to use a restroom, please send the student with a partner (unless a group is in the facility at the same time).
 - If it is a trip where students need to walk from place to place, please ensure that you stay with your group - do not allow students to go from one place to another unsupervised. Never allow individuals to leave the group, except in emergencies.
 - Know exactly how many students are in your group and learn their names and faces.
 - Account for all participants regularly and before changing activities or locations.
 - Always be safety conscious.
 - For the protection of both the student and the chaperone, chaperones should not be alone with a student at any time, for example in a restroom.
8. Help students participate in the field trip activities by making sure they are on task, listening attentively, following directions, and completing the activities assigned.
9. It is important to have a cell phone on you at all times in the event of an emergency, but

please do not use it to engage in business or personal matters while supervising students.

10. Please do not take students into gift shops unless this has been pre-approved by the teacher. Students are typically **not** allowed to purchase anything while on a field trip.
11. Please do not purchase any food or items or provide opportunities for your child or for your group that are not offered to all students in the class or preapproved by the teacher.
12. Please be on time for designated meeting times/places and departure.
13. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
14. All chaperones must return promptly to school. Please do not take extra time at the field trip destination or make stops on the way back to school.
15. School policies apply to school-sponsored, off-site activities. As a volunteer chaperone you:
 - a. May not smoke or use tobacco, tobacco-related products, or controlled substances including electronic cigarettes, vapes, or look-alikes in any form.
 - b. May not use, sell, provide, possess, or be under the influence of drugs or alcohol. Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
 - c. May not possess weapons or articles that can be used as weapons
 - d. May not administer any medications, prescription or nonprescription, to students. Exceptions to this rule may be made with the approval of the school principal. Report all illnesses and injuries to the teacher.
16. Chaperones are not allowed to bring siblings, other family members, children you babysit, etc. on any field trip. The students assigned to your group will need your full attention during the entire field trip.
17. Please be aware that some students may have photo restrictions; this means their parents or guardians have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.
18. Be sure to know what to do in an emergency (medical, natural, lost child, serious breach of rule, etc.). Know who is first-aid trained, where the first aid kit is, and who has the copies of parental permission slips with emergency contact numbers and medical information.

If you have questions regarding any aspect of the field trip or these guidelines, please talk with the teacher or the principal.



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ADVENTIST SCHOOL

FIELD TRIP CHAPERONE AGREEMENT

I, _____ have received a copy of the **Field Trip Chaperone**
Please print first/last name

Guidelines and Responsibilities. I understand the role of a Field Trip Chaperone, and will comply with the guidelines and responsibilities outlined therein.

Signature Date

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

Contact Name Phone Number

Relationship Additional Phone Number