



School Trip Chaperone Guidelines

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 sponsored field trips result in safe and rewarding experiences for all participants.

Becoming a School Trip Chaperone

Atlantic Union Conference policy requires that school administrators must have confirmation and verification of background checks and safety training for all personnel. In addition, chaperones must:

- Support the mission of the school and the Seventh-day Adventist Church.
- Be physically able to participate in all activities associated with the trip.
- Show that students' safety is the primary focus and supersedes personal interests.
- Understand and promote all school trip guidelines.
- Attend the pre-trip orientation for students and chaperones (multi-day & overnight trips only).

General Guidelines for Chaperones

1. Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
2. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
3. Teachers reserve the right to assign and/or re-assign students to groups.

4. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
5. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
6. Be on time for designated meeting places and departure.
7. Keep your assigned group of students with you throughout the field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
8. You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences, or using physical restraint, rest with the school staff or trip supervisor. Report any major and/or continued infractions to the teacher as soon as possible.
9. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
10. Please do not purchase items or provide opportunities that are not offered to all students in the class or pre-approved by the teacher.
11. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
12. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
13. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. Do not post photos of students on your personal social media.

Multi-Day/Overnight Guidelines for Chaperones

1. A chaperone assigned the responsibility for maintaining emergency contact and medical information for participating students and adults must keep this information secure and readily available.
2. No chaperone shall stay in a room with a student unless the chaperone is the student's parent or legal guardian.

3. Only same gender students shall occupy a room at any time.
4. Adults shall not bathe or be in a state of undress with students under any circumstances.
5. Chaperones will cooperate with the plans made by the trip supervisor to account for weather delays, illness and/or vehicle emergency.
6. Chaperones will organize a system for communicating and performing student counts.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge.

We hope you enjoy your field trip experience.

I have read, understand, and agree to comply with the guidelines if I am selected to be a field trip chaperone.

Signature: _____ Printed Name: _____

Date: _____

Pre-Trip Orientation Meeting Guidelines

Field trip sponsor(s) leading a multi-day or overnight trip must provide a pre-trip orientation for the students, parents and chaperones. Presentation topics must include the following:

- Student behavior expectations
 - Students violating specific behavior expectations flown home at parents expense
- Trip Itinerary/Agenda
- Transportation & Lodging Details
- Communications from School
- Items to bring
- Money needed (if any)
- Use of the buddy system