

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 complete a Volunteer Application Form in the front office, present photo ID and be cleared through the Raptor System at least one week prior to the date of the Field Trip.
- Chaperones are always under the supervision of School Board personnel and must follow their directives.
- Chaperones need to be at school by _____ am/pm.
- Chaperones must be 21 or older.
- For overnight field trips, Chaperones who have children enrolled in Manatee County Schools (K-12) may, upon express approval of the Principal, have their own children who are enrolled in the District participate in a Field Trip. Please see the Principal.
- Students are responsible for all personal items that are brought on trips.
- Chaperones and their groups must be prompt returning to the buses at the end of the trip. Chaperones will return to buses or departure waiting area by _____ am/pm.
- Please dress appropriately for the school trip.
- Use appropriate language.
- Alcoholic beverages/illegal drugs are not to be possessed or consumed by Chaperones or students.
- Do not purchase items for the students even if they ask.
- Use of tobacco products is not permitted by students or Chaperones during the 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 shall be seated throughout the vehicle (if applicable) in order to help maintain supervision.

RESPONSIBILITIES

- Chaperones are responsible for ALL of the children in their assigned group-not just the chaperone's own child.
- Please stay with the group assigned at all times.
- Please touch only your own child.
- Treat all children for whom you are responsible fairly and equally.
- Review and enforce the Code of Student Conduct.
- Report any accidents, disciplinary issues, 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 their assigned duties.

Field Trip Destination: _____ Field Trip Date: _____

Chaperone Name _____ Date of Birth: _____

Emergency Contact Name & Phone No. _____

Student Name _____ Teacher Name _____

I have read the Chaperone guidelines and responsibilities above, agree to adhere to them, and hereby acknowledge receipt of a copy of the Code of Student Conduct, which must be enforced on this field trip.

Signed by Chaperone: _____

Thank you for assisting us today!!!!