

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 on overnight trips require a Level II screening).

- 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 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: _____ Date: _____

Thank you for assisting us today!!!!