



## **BETHANY SCHOOL CHAPERONE GUIDELINES**

**Return this to your child's teacher if you want to be considered as a volunteer field trip chaperone. There may not be room for all who volunteer to chaperone. You will be notified if you are selected to chaperone.**

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

### **Becoming a Volunteer Field Trip Chaperone**

School procedures require that all volunteers have a volunteer application form on file with the administrative office before serving as a chaperone. Bethany School also requires that a field trip chaperone be at least 21 years of age.

### **Guidelines for Chaperones**

Chaperones must make prior arrangements for participation with the classroom teacher, since the teacher must indicate to the receiving institution and/or activity numbers of student and adult participants. Also, please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.

1. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
2. Teachers reserve the right to assign and/or reassign students to groups.
3. 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.
4. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
5. Be on time for designated meeting places and departure.
6. School policies apply to school sponsored, off-site activities. As a volunteer chaperone, you may not consume alcohol, smoke or use tobacco or controlled substances including electronic cigarettes, or look-a-likes in any form. You may not possess articles that can be used as weapons. You may not administer medications to students.
7. Keep your assigned group of students with you throughout the field trip.

8. Students are not permitted to do the following on the bus: stick any body parts out of the windows, throw anything out of the windows, throw anything inside the vehicle, eat or drink anything on the bus, and/or behave in any manner that distracts the driver's attention from the road.
9. Never allow individuals to leave the group, except in emergencies and then only with a partner.
10. The responsibilities for assigning consequences or using physical restraint rest with the school staff. Report any infractions or issues to the teacher as soon as possible.
11. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
12. Please do not purchase items or provide opportunities that are not offered to all students in the class or pre-approved by the teacher.
13. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
14. To ensure that you devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
15. 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. 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 accounts.

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, and thank you for being a part of the students' education at Bethany!

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

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Signature

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Date

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Printed Name

*Once it is completed, this form should be given to the classroom teacher who will then submit it to the administrative office.*