

## Shepherd Elementary Field Trip Guidelines for Chaperones

As a chaperone, your participation is very important. In order to make field trips educational, fun, and a safe learning experience, we have outlined a list of chaperone guidelines.

All parents who attend field trips as a chaperone must complete an updated Volunteer sheet and have it on file with the school. Please request information from your child's teacher or ask the office.

There will be a limit of 4 parent chaperones per classroom for each field trip.

Parents who meet the chaperone requirements will be given the opportunity to be placed into a drawing for the chance to attend. Parents who attend the first field trip will not be allowed to attend the second, unless we do not have enough parent chaperones to go.

The teacher is ultimately responsible for maintaining discipline and control of the group. Chaperones are under the direction of the teacher. All final decisions are made by the teacher.

1. Make child care arrangements for siblings. They will not be allowed to attend.
2. Approach the trip with a good, supportive mental attitude. Your role can affect the entire trip.
3. Be with your group at all times and do head counts often.
4. Share in being responsible for all students. Offer your support to other chaperones when necessary.
5. Be supportive of the teacher by focusing your attention on them. Help the students do the same.
6. Avoid and discourage separate conversations at inappropriate times. Do not chat with other chaperones during instructions or presentations.
7. Be helpful. Guide students to discover and experience for themselves.
8. Follow all policies, procedures, and laws for the safety of all students.
9. Provide transportation to the field trip. Parents are not allowed to ride public school buses.
10. Please refrain from purchasing food/gifts for adults or students, unless doing so is part of the scheduled trip.
11. Please keep cell phone calls to emergencies only.
12. No smoking during the time you are with children.

We ask that chaperones acknowledge that their participation is important to the learning experience of the students involved, and that they will follow the above guidelines.

Failure to follow any of the above guidelines may result in the chaperone being removed from the chaperone list.

If you were not chosen for the field trip and show up, you will need to sign your child out from his/her teacher and will not be allowed to participate with the school group. The child will be considered absent for the day.

Thank you for adhering to the guidelines of Shepherd Elementary.