



Chaperone Guidelines for Day and Overnight Field Trips

Failure to adhere to chaperone guidelines may forfeit future opportunities to chaperone

Overview

Under Pennsylvania law, all school volunteers must meet certain requirements, including those who volunteer in extra-curricular activities. Therefore, **ALL** chaperones must be a member of the Volunteer Program to ensure the safety of our students and staff, and for compliance with the law. To become a member, please complete the required documents by downloading the Volunteer Manual at www.hannasd.org or by contacting the Volunteer Coordinator at volunteers@hannasd.org. Chaperones must be:

- Susquehanna Township School District employees; or
- Any other adult approved by the School Administrator, Coach, Sponsoring Employee or Teacher-In-Charge of the trip who meets all eligibility requirements to volunteer before the trip is scheduled for departure.

The primary reason for chaperones is to supervise a group of students. Chaperones are responsible for students and expected to stay with their assigned group and monitor behavior for the entire trip from departure time until they return to the school or another agreed upon location.

Chaperones are responsible for enforcing the Student Success Manual (Student Code of Conduct) and other relevant school policies.

Chaperones must adhere to established basic guidelines for school-sponsored functions and additional guidelines, as may be developed by the individual teams.

Chaperones are responsible for attending any designated information or procedural meeting prior to and during the trip as are required by the School Administrator, Coach, Sponsoring Employee or Teacher-In-Charge.

Guidelines for Volunteer Chaperones

Prior to the trip, the Coach, Sponsoring Employee, or Teacher-In-Charge will provide information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help volunteer chaperones effectively perform the duties as a chaperone. Questions regarding these guidelines should be directed to the School Administrator, Coach, Sponsoring Employee or Teacher-In-Charge.

1. The ratio of students to chaperones shall be **no greater than ten (10) to one (1) for high school and middle school**, and **eight (8) to one (1) for elementary students**.
2. Chaperones are asked to bring cell phones and exchange contact numbers with the Coach, Sponsoring Employee or Teacher-In-Charge to assist in communication during the field trip.
3. Sensitive information that chaperones may learn about a student's abilities, relationships, or background must be kept confidential.

4. Because the responsibility of supervising several children in small groups for the duration of the trip, **no siblings/other children are allowed.**
5. Chaperones must follow the instructions of the Sponsoring Employee or Teacher-In-Charge regarding supervision of the students assigned to you. If you are unsure of your responsibilities, please clarify them with the Teacher-In-Charge. Please make the safety of the students your highest priority.
6. Chaperones **should NOT purchase food or souvenir items** (other than the previously announced meal arrangements), unless the chaperone is the parent/guardian of the student(s).
7. As some students may have food allergies, students should not share food with one another, and chaperones are asked not to share food with students.
8. Chaperones must be aware that some students have photo and media restrictions; this means that their parents/guardians have formally requested that they not be photographed at school or school activities. **Do NOT post photos of students on personal social media accounts.**
9. All school rules apply on school-sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the School Administrator, Coach, Sponsoring Employee, or Teacher-In-Charge, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the developed trip plan.
10. Chaperones are expected to be familiar with the corresponding Student Handbook and Code of Conduct. Any violations of school rules and/or district regulations shall be reported to the Coach, Sponsoring Employee or Teacher-In-Charge immediately.
11. Chaperones will receive and must **maintain a roster/class list of all students** to which they are assigned. This list will include parent/emergency contact information.
12. Students must be supervised at all times while attending any event. Chaperones will be expected to account for all students prior to departure, during transitions, and throughout an event.
13. Chaperones should review rules and standards of behavior, safety rules and site specific rules with students. Students should not get involved in any activity(ies) that have not been approved by the Coach, Sponsoring Employee or Teacher-In-Charge.
14. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
15. Chaperones should be on time for designated meeting places and departures.
16. Chaperones are required to report any student injury or illness to the School Administrator, Coach, Sponsoring Employee or Teacher-In-Charge immediately.
17. In accordance with school policy, before or during the field trip, chaperones:
 - a. May not use or possess alcohol or other drugs;
 - b. May not use tobacco in the presence of or within the sight of students; and
 - c. May not administer any medications, prescription or non-prescription, to students unless they are the parent/guardian or they have been designated to do so, in writing, by the parent/guardian. Designee may not be a district employee.

Overnight Trips

Responsibilities of overnight trips are the same as those previously outlined, but include the following:

1. Chaperones must attend a detailed briefing prior to the trip;
2. Chaperones must assume 24-hour responsibility for students from the time they leave the district until the time they are released to their parents/guardians.
3. Chaperones will be assigned responsibility for a specific room(s) and/or floor area within the designated lodging area (i.e., hotel, motel, camp ground, etc.). Gender of the group members shall be considered when making lodging assignments.
4. Chaperones may not retire until all students are in their rooms, all visiting between rooms has ceased, and the chaperones are certain that students are secure and safe in their respective rooms.
5. No chaperone may sleep/lodge in a room with a student unless the chaperone is the student's parent or legal guardian.
6. Students are not permitted to have visitors who are not a member of the district-sponsored group. Students must be in their assigned rooms from the time that curfew begins until his/her chaperone permits them to move about.
7. Chaperones should not bathe or be in a state of undress with students under *any* circumstances.
8. Chaperones are expected to assist with supervising students in the hallways, lobby, and recreational areas of the designated lodging area. If students are allowed to use a pool in or near the designated lodging area, supervision by a lifeguard and/or CPR certified chaperone is required.
9. Chaperones will be housed in the most efficient manner as possible.
10. If a student is ill and unable to participate in planned activities, at least one chaperone must stay at the designated lodging area with the student. Students should not be left alone in a designated lodging area.
11. District staff must secure lodging in the same designated lodging area as students and chaperones.