



## Hendry County School District

### Guidelines for Chaperones/Volunteers

The Hendry County School Board believes that field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support to these important activities.

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

Because student safety is our paramount concern, all volunteers must have successfully completed a background check prior to the trip.

- A copy of your current driver's license must be on file in the school office.
- You must be at least 21 years of age.
- The "Guidelines for Chaperones/Volunteers" form must be signed and on file in the school office.

#### **Chaperone/Volunteer Overview**

- Chaperones/volunteers may not bring (or meet) preschoolers, family members or children who are not registered as part of the trip for which they are chaperoning.
- Chaperones/volunteers should not place themselves in situations in which they are alone with a student.
- Chaperones/volunteers are to follow the same dress code as students.
- Chaperones/volunteers are responsible for student safety above all else. Students must stay with the group in which they are assigned.
- Chaperones may be asked to wear a trip shirt to be easily identified as part of the group.
- Chaperones/volunteers must have a cell phone available in case of an emergency. Please use cell phones for trip related purposes only.

CSD 00636

- Chaperones/volunteers should know who to call in the event of an emergency and must immediately report to someone in authority with any safety concerns or emergency issues relating to students.
- Chaperones/volunteers are responsible for student behavior. Please contact the teacher when faced with student misconduct. The teacher will make decisions regarding misbehaving students.
- Chaperones/volunteers must always serve as positive role models, using appropriate language and discussing only age-appropriate matters with students.
- Chaperones/volunteers must check attendance and know the whereabouts of students at all times. Students must be visibly under the direct supervision of an adult.
- Chaperones/volunteers must follow any rules, schedules, or guidelines outlined by the teacher.
- Chaperones/volunteers are prohibited from consuming alcohol beverages, smoking, or e-cigarettes for the duration of the event.
- Chaperones may not post pictures of students to social media sites.

Thank you again for your cooperation on any field trip! If you have any questions regarding the guidelines, please speak with the teacher. Following these guidelines will prevent a safety hazard and ensure the field trip is a success!

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ As a chaperone, I agree to adhere to the above guidelines on any field trip.