

***Craven County Schools***  
**Field Trip Chaperone Guidelines and List**

**Chaperone Guidelines:**

Please review the following information per Craven County Schools Policy 3320 before completing the chaperone list on the 2<sup>nd</sup> page of this form.

- Trip must always be supervised by staff members as well as adequate chaperones. All supervising adults shall follow school board policy and rules regarding student safety and supervision. This includes not consuming alcohol.
- All supervising adults who are not Craven County School employees must be on the CCS approved volunteer list which includes background check.
- Approved chaperones and supervising teachers shall be in the presence or proximity of field trip activities for the duration of the trip.
- All school board policies, regulations and school rules apply to all students, school employees, and volunteers while they are on a school trip.
- Chaperones shall not stay in rooms with middle or high school students on overnight trips unless the only occupants of the room are the parents and their own child(ren).
- Swimming is not permissible without direct Board approval and without a certified lifeguard present during the activity. In the event of approval, the Parent Field Trip Consent Form and the Request for Field Trip Form will include "swimming" as an activity on the itinerary. The principal shall require a safety plan for supervision during all water activities.
- School sponsored field trips must have the following minimum chaperone to student ratio:
  - Pre-K – 1 chaperone for every 4 students
  - Grades K-8 - 1 chaperone for every 10 students
  - Grades 9-12 - 1 chaperone for every 15 students
  - ECP students - 1 chaperone for every 5 ECP students
  - Out-of-country - 1 chaperone for every 6 students
- Child-specific chaperones shall be used when appropriate.
- Students may be released from the supervision of school personnel or authorized volunteer chaperone during a school sponsored field trip activity only upon the presentation of a written request signed by the parent or legal guardian.
- On the day of the school trip, prior to departure, the principal or designee shall be provided a complete and accurate roster of all students, school personnel, and chaperones participating in the school trip. The principal or designee shall confirm the appropriate student to teacher ratio exists. If not, the field trip shall be canceled or rescheduled.

**Chaperone List:**

List each chaperone that will be on this field trip and designate if they are a staff member or volunteer. Attach completed list to your *Field Trip Request Form*.

Principal must sign verifying all chaperones are staff members or on the HR approved volunteer list -and- the minimum chaperone to student ratio is met.

<b>Field Trip Destination</b>	<b># Chaperones</b>	<b># Students</b>
<b>School</b>	<b>Teacher</b>	
<b>Principal Signature*</b>	<b>Date</b>	

<b>Chaperone List</b>				
<b>#</b>	<b>First Name</b>	<b>Last Name</b>	<b>Staff Member ( ✓ )</b>	<b>Volunteer ( ✓ )</b>
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