

NORTH CAPE SCHOOL DISTRICT

FIELD TRIP CHAPERONE GUIDELINES AND RESPONSIBILITIES FORM

Persons volunteering to serve as chaperones for North Cape School District field trips are assisting in the extension of regular curriculum that is beyond the classroom and the school. District staff gratefully appreciate your willingness and time.

A field trip chaperone's role is an important one. Therefore, it requires an individual's acceptance of and agreement to perform certain responsibilities. The guidelines and responsibilities have been established to not only ensure District students are safe but to also maintain the positive reputation of the staff, students, parents/guardians, and volunteers in the community.

The purpose of this document is to provide field trip chaperones with an overview of those responsibilities, and identify appropriate responses to various situations that may arise during the course of a trip or event. Should a field trip chaperone have any questions or concerns, please do not hesitate to contact the School Office (262-835-4069 or 262-534-3894).

Chaperone Qualifications and General Guidelines

1. Chaperones must be at least 21 years of age.
2. Chaperones are subject to a criminal background check conducted by the District Office.
3. A chaperone must be willing and physically able to serve in a chaperone capacity.
4. A chaperone must know which staff member(s) are in charge.
5. Chaperones must ride the bus, or other assigned vehicle, with students to and from the field trip destination.
6. A chaperone is expected to be a good role model.
7. Siblings or other non-classroom individuals are not permitted to accompany chaperones on school district field trips. There will be no exceptions.

General Field Trip Chaperone Responsibilities

1. Arrive on time as trips are planned to depart and return at specified times.
2. Familiarize yourself with the itinerary and timeline, if applicable.
3. Dress appropriately and wear a watch.
4. Provide direct supervision of the students in your group, maintaining close proximity to them at all times, and account for each student before leaving a designated area. Count heads and check the list of names.
5. Focus conversations towards the students in your group. This is a valuable time for you to talk with students about what they are learning on the field trip. Conversations with other chaperones or staff members detract from this learning experience.
6. Privately direct any questions or concerns to the North Cape School staff member who is in charge.
7. Follow the North Cape School District's staff member's directions at all times as he/she assumes the overall responsibility of not only the students but also the chaperones.
8. Cell phone use while chaperoning is limited to field trip emergency situations only. Please turn your cell phone off and save any calling or message retrieving until you return to school. Your full attention is needed in order to supervise students and ensure they are safe.

9. Smoking and alcoholic consumption is strictly prohibited while serving as a chaperone.
10. In fairness to the entire class, chaperones should refrain from spending their own money on other students in their group to avoid unfairness to other students.
11. Student safety comes first. Be alert to potential dangers, strangers, and other unusual situations and never leave student(s) unattended or out of your sight.
12. Do not take chances or place a student or yourself at risk. If necessary, remove yourself and the student(s) from the situation and notify the North Cape School District staff immediately.
13. Report any student illness or injury to North Cape School District staff immediately, including your own.
14. Expect students to be respectful of you at all times. Report any specific concerns to North Cape School District staff.
15. Student school and school bus behavioral rules, as identified in the North Cape School District Parent/Student Handbook, apply to field trips.
16. Do not attempt to physically restrain a child. Unless a student poses an imminent threat to the safety of him/herself or others, chaperones should never physically handle a student. Should a student refuse to follow your directions, immediately inform the District staff member in charge of the field trip. Discipline is under the direction and responsibility of the District staff member in charge.
17. Do not administer **ANY** medications to a student. Students requiring medications while on a field trip will be administered by the District staff member in charge or other designated individual in accordance with District medication administration procedure
18. Failure to follow these guidelines and responsibilities may result in not being able to chaperone future events.

SIGNATURE SECTION

I have read the Field Trip Chaperone Guidelines and Responsibilities and agree to follow them.

Chaperone Signature

Print Full Name

Today's Date

Date of Birth

APPROVED: January 16, 2017