

HEC Chaperone Guidelines

Adopted August 2024

Field Trips are a key component to our magnet program here at HECES. Field trips are a great deal of work to arrange. **Parents, we cannot do this without you!** We have to have guidelines in place that ensure the safety of our kids. The following are expectations for all parents and family members of the D5 policies of volunteer chaperones:

1. A volunteer form and chaperone form must be completed, submitted, and approved. Please click on the link to start this process: [HEC Volunteer application](#). Application(s) need to be submitted no later than 2 weeks prior to the field trip.

Return the completed Volunteer Application with a front and back photocopy of state issued ID for processing. Once approved, the volunteer form is good for 3 years.

2. Upon approval, the teacher will contact you to let you know the details of the trip. Not all parents are needed for every trip, so if you are not asked to go on a certain trip, you may be asked to go to the next one.
3. All chaperones MUST ride the bus to and from the field trip. This is to ensure the safety of our students and adhere to the adult/student ratio set by D5 policies.
4. As an additional safety measure and to ensure the educational integrity of the field experiences, parents, family members, and friends are not allowed to meet any student at the field trip venue.
5. Chaperones are expected to be on time, monitor, and engage with the students while on the trip. PLEASE limit cell phone use and dress for the trip. Please stay with your group and do not send your child to another group or class just because they are family or friends.
6. No siblings will be allowed to accompany parents on a field trip.
7. Please do not send spending money with your child, unless the teacher has specified that they will need spending money. Please refrain from buying snacks/trinkets/items for any student.
8. All students must adhere to the district cell phone policy as outlined by the Code Of Conduct.

FIELD TRIP CHAPERONE

