

## ***CENTRAL UNIFIED SCHOOL DISTRICT***

### **FIELD TRIP CHAPERONE ROLES AND RESPONSIBILITIES**

#### **General Provisions**

1. All chaperones must conform to all pertinent Board Policies and Regulations.
2. The Field Trip Supervisor must be a faculty member of the school taking the trip.
3. Each overnight field trip must be accompanied by an Administrator on Duty or a district designee possessing an Administrative Credential. Overnight field trips fewer than 150 miles, at the discretion of cabinet, may have an “on call” administrator in lieu of an administrator on duty at the field trip location. An “on call” administrator will be expected to drive to the field trip location if requested by the field trip supervisor or if a situation arises that warrants an administrator being present.
4. All chaperones must be at least 21 years of age and a member of the school faculty/staff or a district registered volunteer.
5. All chaperones shall attend a pre-event orientation with the Field Trip Supervisor at which time all event activities will be outlined, participants with special needs identified, and chaperone expectations, responsibilities, and emergency procedures discussed.
6. Drinking of alcoholic beverages, use of controlled substances, smoking, or use of tobacco products by a chaperone at any time during a field trip is prohibited.
7. Chaperones will not be permitted to bring relatives or siblings of participating students or other persons on a field trip.
8. Field trips must have at least one designated school personnel CPR trained from American Red Cross or American Heart Association who will be trained and equipped to assist students requiring medical procedures and/or medicine administration/monitoring per AR 5141.21 (h).
9. Chaperones must not dispense medicine to children except those that have been provided by the parents or guardians along with written specific directions provided by the parents, guardians or professional health care providers.
10. Chaperones are required to ride the transportation vehicle to and from the event with the students.
11. Chaperones must wear appropriate clothing at all times.
12. Chaperones must not use profanity.
13. Each chaperone will be assigned Field Trip Supervisory responsibility for no more than ten students.
14. Field Trip Supervisors and Administrator on Duty will not be assigned a specific group of students since they oversee the entire trip.
15. Students are never to leave a supervised area unless escorted by a chaperone.
16. For theme park visits or visits to any destination where students are “fenced in”, 7-12 students must report every other hour to a designated “home base” to check in with a chaperone. K-6 students must be accompanied at all times by a chaperone at no greater than a ten to one ratio.
17. Chaperones shall maintain an operating cell phone and be provided with a list of persons to call if there is an emergency.
18. Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student’s permission slip shall be attached to the student injury incident report which is required with an accident.
19. Field Trip Supervisors and chaperones shall provide age appropriate training to participants for evacuation points, alternate emergency assembly locations, reporting injuries, etc.
20. The Field Trip Supervisor shall ensure that a first aid kit is immediately available at all times during the trip.

**BEHAVIOR INCIDENT RESPONSE**

1. Chaperones are expected to be familiar with the Student Code of Conduct and Discipline/ Academic/Co-Curricular Code of Ethics, and the Civility Policy.
2. Chaperones must promptly report any inappropriate behavior violations (curfew violations, use of alcohol, drugs, etc.) to the Field Trip Supervisor and Administrator on Duty in writing.
3. The Administrator on Duty will consult with Field Trip Supervisor and chaperones and give direction on the investigation and interview process.
4. An investigation shall follow these steps:
  - Separate the students and have them write statements. Do not have students write statements together
  - Follow approved search and seizure procedures
  - Interview students individually after collecting statements
  - If you have chaperones on the trip, have them write statements if they have any information that would help in the investigation
  - Collect statements and ask questions about the incident
  - Write down verbal statements and observations
  - Write down time and date
  - Notify law enforcement when appropriate
  - Contact parents by phone

**HOTEL PROTOCOL**

1. Student rooms shall not be on the ground floor whenever possible.
2. Chaperone rooms shall be adjacent to every student occupied room.
3. An adult chaperone room shall never be totally vacated at any time.
4. Chaperones must take meals with their assigned students.
5. At no time shall participants just be “turned loose.”
6. Chaperones shall conduct a bed check for participants assigned to them by knocking on each door and checking to see that each participant is in his/her assigned room and that there are no visitors in the room. Female chaperones are to check female participant rooms and male chaperones are to check male participant rooms.
7. Chaperones shall check hotel rooms of participants before leaving so that damages can be determined immediately and to make sure nothing gets left behind inadvertently.

**HALLWAY MONITORING PROTOCOL**

1. A minimum of two chaperones per shift shall be assigned to hallway supervision in shifts of three hours duty from 10:00 PM throughout the remainder of the night.
2. Chaperones who are also drivers shall be excluded from night time supervision.
3. If hotel rooms have outside balconies, hourly checks shall be made of the balconies.
4. A method for determining if students have left rooms after curfew shall be in place. This could be placing tape over the door, or some other similar method.

I, \_\_\_\_\_, am a chaperone for the \_\_\_\_\_ field trip being taken  
(print name)  
 by \_\_\_\_\_ students on \_\_\_\_\_. As a member of the adult supervision of this activity, I hereby acknowledge that I have read and understand the provisions of the District’s Administrative Regulation 6153 and agree to execute my duties as a chaperone in accordance with its provisions.

\_\_\_\_\_  
 Chaperone Signature

\_\_\_\_\_  
 Date

rev: 8/20/12

## CENTRAL UNIFIED SCHOOL DISTRICT

***FIELD TRIP CODE OF CONDUCT*****Trip Purpose/Philosophy Statement**

The trip you are embarking on to represent your school, the Central Unified School District, and the community promises to be a great experience. We are confident that each of you will put your total effort and concentration into this event. Not only will you be experiencing participation at its highest level, but hopefully, accumulating unforgettable memories along the way. We are extremely proud of each of you who contribute much to the school.

Remember who you are. Remember that you represent our school and district. Savor the experience and take pride in being a member of our school. We believe in you and know you will make us proud of your achievements.

**Rules and Regulations**

Please be aware that all Central Unified rules and policies apply, and any trip discipline will be followed by school discipline and consequences upon your return. Any students not complying with the general guidelines for the trip may be sent home immediately (at parent expense) or be restricted for the rest of the field trip. In most cases, the student will be sent home or parents will need to travel to pick up their child.

Gambling, drinking, use of drugs, tobacco, controlled substances, theft, profanity or other undesirable behavior will not be tolerated.

**Hotel Department**

Upon arrival at the hotel, keys will be issued to those who have been assigned that responsibility. If keys are lost, extras will be available after the replacement cost is paid. Remember that the hotel will be full of other guests and you should be considerate of their presence. Any problems or damages with any room will be considered to have been caused by all the room members. Never should anyone other than the assigned students or parents be in the room without advisor/coach permission. Absolutely no one of the opposite sex will be allowed in the rooms. Students should not give out the name of the hotel, room number, and/or phone number to anyone other than their own immediate family members.

Upon checkout, the room will be charged for any missing items. All keys will need to be turned in to the chaperone/coach, and all room charges will need to be cleared before checkout is completed.

Remember that hotels charge for all phone calls. Pay phones (or cell phones) are to be used for all personal calls. Also, many hotels have pay TV included on "in-room" television sets. There is an additional charge and if you use this service, you will need to pay for it. Only appropriately rated programming should be viewed. Many hotels have mini-refrigerators in the rooms. The contents of these units are not complimentary and often expensive. Anything taken will be added to your bill.

Be considerate of other guests. After room check and “lights out”, there should be no TV, radio, hair dryers, horseplay, etc. You are not allowed to leave room except in emergency. Leaving your room for anything other than an emergency will result in appropriate discipline, which may include not allowing you to attend future overnight field trips for a period up to one year.

**Transportation**

All students should comply with instructions given by advisors, chaperones, and employees of the transporting service. Safety standards should always be observed. Remember that you represent your school and organization throughout the trip.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Exhibit approved: 6/23/15