

SUBJECT: CHAPERONE GUIDELINES

Chaperoning a field trip is a huge responsibility. The term chaperone is defined as *a person who accompanies and looks after another person or group of people*. Chaperones may be district staff, or they may be volunteers. In either case, chaperoning a field trip is not just agreeing to attend a field trip with your child or class, but rather, you are offering yourself to supervise and assist others, and you assume the responsibility of the safety and welfare of the Ken-Ton UFSD students participating in the field trip. Due to the importance of this role, the guidelines below must be observed if you wish to participate in a field trip as a chaperone or volunteer.

- A lead/coordinating teacher will be identified for each field trip. This teacher will communicate with all chaperones/volunteers, organize and manage all trip details, and will be responsible for complying with all district and school policies.
- A limited number of chaperones/volunteers will be assigned to each field trip in order to meet the appropriate ratio of student to adult for the particular trip. A chaperone/volunteer who is not a district employee must be on the approved volunteer list (no exceptions).
- A chaperone/volunteer must be prompt. Buses can not wait for you to arrive.
- A chaperone/volunteer is responsible for paying for their field trip costs. Under no circumstances will students incur the costs for chaperones/volunteers to attend.
- A chaperone will be assigned a group of students (in the case of a parent, this may include his/her own child) to supervise during the field trip, including during the transport to and from the field trip destination.
- A chaperone/volunteer is not allowed to take other children on a field trip. This includes but is not limited to siblings, family members or any other person not enrolled in the class that is approved for the field trip. You will need to give your full attention to the students you are assigned. This is true for district employees and volunteers.
- A chaperone/volunteer's child is required to ride the school activity bus or designated transportation to and from the field trip destination unless prior written approval is granted by the principal.

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SUBJECT: CHAPERONE GUIDELINES (Cont'd)

If you are not an approved chaperone/volunteer, you are not permitted to join or walk around with groups on field trips. While we cannot stop someone from going to a public place, please know that if you are not an approved chaperone/volunteer for the school, you will not be allowed to walk around with a group. If you choose to take your child out of the group, your child will not be counted as part of the school field trip for supervision, and the supervision and liability will rest solely on you, as the parent.

The Kenmore-Town of Tonawanda UFSD appreciates the willingness of its volunteers to act as chaperones for our student activities. It is our goal to provide a safe and nurturing field trip experience for all involved. A chaperone/volunteer is an important part of making such activities a success.

SUBJECT: CHAPERONE AGREEMENT

Chaperones that are not District staff members are considered volunteers as described within the District's policy and regulations on school volunteers. The purpose of a chaperone is to keep order and assist staff in maintaining the safety of students. As such, chaperones will:

1. Be familiar with, and follow the *Code of Conduct*. All school rules apply on school-sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher and school;
2. Follow the directions of the teacher in charge. Be responsible for the safety and assistance of those students assigned to their charge and be aware of their whereabouts at all times;
3. Comply with school policy, before or during the field trip. Chaperones:
 - may not use or possess alcohol or other drugs
 - may not use tobacco or tobacco products (including vape pens) in the presence of, or within the sight of, students
 - model appropriate language
 - may not administer any medications, prescription or nonprescription, to students;
4. Supervise students at all times while at a school-sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and make sure they behave appropriately. Students must stay with you, their chaperone, for the entirety of the trip including transportation, accommodations, meals, entertainment and education. Please review the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. Please do not conduct outside work or read while you are supervising students. We also ask that you refrain from chatting with other adults while you are supervising children;
5. Apply all school rules related to student behavior. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are there to support appropriate behavior, it is the responsibility of the teacher to discipline a

6. student. Chaperones must report student misbehavior to the teacher in charge. At no time will a chaperone discipline a student;
7. Not place themselves in situations in which they are alone with a student at any time, for the protection of both the student and the chaperone;
8. Ensure that siblings and family members do not participate in a school sponsored field trip;
9. Follow the directions of the docents and guides even if other groups do not;
10. Adhere to the trip itinerary and time schedule arranged by the teacher in charge. All chaperones must leave with the group from school and return to school with the group after the trip. You cannot bring your child separately or leave separately, as chaperones are assigned to multiple students and must supervise during the transport to and from the field trip destination;
11. Assist the teacher in charge in the event of an emergency. Safety is of paramount importance on trips and the supervising teacher is the final arbiter of any decisions that have to be made;
12. All chaperones will work cooperatively with other school personnel to meet the needs of students with special needs.
13. Chaperones are not authorized to administer medicine to students.
14. Chaperones will maintain student and adult confidentiality.
15. Chaperones will take necessary and reasonable precautions to protect students.

CHAPERONE GUIDELINES FOR OVERNIGHT STAYS

In the event a chaperone volunteers for a field trip that is extended for overnight stays, provisions to ensure the safety and well-being of all participants shall include:

1. A chaperone assigned the responsibility for maintaining emergency contact and medical information for participating students and adults must keep this information secure and readily available
2. No chaperone shall stay in a room alone with a student unless the chaperone is the student's parent or legal guardian
3. Only same gender students shall share a room

4. Only same gender chaperones shall share a room
5. Chaperones will cooperate with the plans made by the trip coordinator to account for weather delays, illness and/or vehicle emergency
6. Chaperones will organize a system for communicating and performing student counts
7. Chaperones may be required to monitor students throughout the night. The supervising teacher will prepare a schedule of reasonably timed shifts in this case

If any chaperone feels that he/she is unable to support our guidelines, please tell the classroom teacher immediately and another chaperone will be found to fill your place. We appreciate your cooperation.