

UCPS Field Trip Chaperone Code of Conduct

Individuals serving as field trip chaperones are expected to support the safety, supervision, and educational objectives of the trip. By volunteering as a chaperone, individuals agree to comply with the following expectations:

1. Authority of School Personnel

Chaperones shall follow all directions provided by the trip sponsor, principal, and other UCPS administrators/ employees. UCPS employees retain primary responsibility for student supervision and all decisions related to the field trip.

2. Student Supervision

Chaperones are expected to actively supervise assigned students at all times and assist school personnel in ensuring compliance with all applicable Board policies, school rules, and expectations for student conduct.

Chaperones shall:

- Maintain awareness of the whereabouts of assigned students;
- Promptly report safety concerns, accidents, illnesses, or behavioral issues to school staff;
- Assist in accounting for students during transitions and emergency situations.

3. Appropriate Interactions with Students

Chaperones shall maintain appropriate professional boundaries with all students.

Chaperones shall not:

- Use physical discipline or corporal punishment;
- Be alone with a student in circumstances that are not reasonably observable by others, except in emergency situations;
- Transport students in private vehicles unless specifically authorized in advance by UCPS;
- Engage in conduct that could reasonably be perceived as inappropriate, discriminatory, harassing, intimidating, retaliatory, or otherwise inconsistent with UCPS expectations.

4. Confidentiality and Student Privacy

Chaperones shall respect the privacy rights of students and families.

Chaperones shall not:

- Access, request, or disclose confidential student information;
- Discuss student disciplinary matters, disabilities, medical conditions, educational records, or other confidential information with individuals who do not have a legitimate need to know;
- Use or disclose student information in a manner inconsistent with applicable law or UCPS policy and/or procedures.

5. Electronic Devices, Photography, and Social Media

- Chaperones should limit personal use of electronic devices while supervising students.
- Photographs or videos of students may only be taken and shared in accordance with UCPS procedures and any applicable media releases or opt-outs.
- Chaperones shall not post photographs, videos, or identifying information regarding students on social media or other public platforms in a manner that is inconsistent with UCPS expectations or parental permissions.

6. Prohibited Conduct

While serving as a chaperone, individuals shall not:

- Use, possess, distribute, or be under the influence of alcohol, illegal drugs, marijuana, or any impairing substance;
- Use tobacco products, electronic cigarettes, or vaping devices in violation of UCPS policy, rules or applicable law;
- Possess weapons or firearms except as expressly authorized by law and UCPS policy;
- Engage in conduct that disrupts the educational purpose of the trip or compromises student safety.

7. Overnight Field Trips

For overnight trips, chaperones shall comply with all lodging assignments and supervision expectations established by school administrators.

Chaperones shall not:

- Permit unauthorized visitors in student lodging areas;
- Share sleeping accommodations with students unless the student is the chaperone's own child and such arrangements have been approved by school personnel;
- Deviate from established supervision plans without approval from UCPS personnel.

8. Medical Issues and Emergencies

- Chaperones shall immediately report any accident, injury, illness, missing student, suspected abuse, safety concern, or emergency situation to UCPS personnel.
- Unless specifically authorized by UCPS personnel and permitted by law, chaperones are not authorized to administer medication, provide medical treatment, or make medical decisions on behalf of students, except as reasonably necessary in emergency circumstances until school personnel or emergency responders are able to assume responsibility.

9. Volunteer Approval Requirements

- Individuals serving as chaperones must comply with all District volunteer requirements, including any volunteer application, screening, or background check requirements established by Board policy or administrative procedures.
- Participation as a chaperone may be denied or revoked if an individual fails to satisfy UCPS volunteer eligibility requirements or any other communicated expectations, inclusive of this Code of Conduct. Such violations also may preclude future participation as a chaperone, and such matters are left to the discretion of UCPS personnel.

10. Volunteer Status

Chaperones serve solely in a volunteer capacity and are not employees, agents, or representatives of UCPS.

Nothing in this Code of Conduct shall be construed as creating an employment relationship with UCPS. Volunteer chaperones are not entitled to employee compensation, benefits, or workers' compensation coverage except as may otherwise be provided by law.

11. Removal as a Chaperone

UCPS reserves the right to remove an individual from chaperone duties, deny future participation opportunities, or require a chaperone to leave the trip if UCPS personnel determine that the individual's conduct:

- Violates this Code of Conduct;
- Interferes with the educational purpose of the trip;
- Creates a safety concern; or
- Otherwise is not in the best interests of students or the district.

In the event a chaperone is removed from chaperone duties, they will be responsible for securing their own travel home at their own expense.

Chaperone Acknowledgment

I acknowledge that I have read and understand the UCPS Field Trip Chaperone Code of Conduct.

I understand that I serve in a volunteer capacity and agree to comply with all District expectations and directions from school personnel.

I further understand that failure to comply with these expectations may result in my removal from the field trip and denial of future volunteer opportunities.

Current School Year: _____

Printed Name: _____

Signature: _____

Date: _____

THIS SIGNED ACKNOWLEDGEMENT MUST BE KEPT ON FILE AT THE SCHOOL AND MUST BE RENEWED ANNUALLY.

Chaperone should keep the 2-page Code of Conduct and return only this signed acknowledgement to the school.