

## GUIDELINES FOR VOLUNTEER FIELD TRIP CHAPERONES LANGUAGE ACADEMY OF SACRAMENTO



Field trips provide a valuable educational experience for students. They increase student knowledge and understanding of a subject and add a hands-on experience to the topic of study. Being a chaperone on a field trip provides you with an excellent opportunity to support your child's classroom curriculum and share in the experience with students in his/her grade level. The following guidelines outline expected behavior from adults and will help you effectively perform your duties as a chaperone.

### Before the Field Trip:

1. **All school rules apply on school sponsored field trips.** Chaperones are expected to comply with school policies, follow the directions given by the lead 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.
2. **To maximize safety** and in order to comply with school policy, before or during the field trip, chaperones:
  - a. may not use or possess alcohol or other drugs
  - b. may not use tobacco in the presence of, or within the sight of, students
  - c. may not administer any medications, prescription or nonprescription, to students.
3. **Family members under the age of 18 are not eligible to chaperone or participate on field trips** as this presents a liability for the school.
4. **Chaperones must wear appropriate attire** on field trips as they are representing the school as well as setting an example for the students.
5. **Chaperones with cellular phones should provide the number to the lead teacher** for emergency contact information. Also, make sure that you have the lead teacher's cell number before you leave LAS for the field trip.
6. **All chaperones should complete an Emergency Card** prior to the trip.
7. **Arrive early**, 20-30 minutes before the trip for last minute instructions, to review procedures for the trip, to complete emergency contact informations and to learn about any last-minute changes.

### During the Field Trip:

1. **Students must be supervised at all times.** As a chaperone, you are there to help them learn, ensure safety and that they behave appropriately.
  - a. Chaperones may be responsible for supervising small groups of students. They must stay with you at all times.
  - b. Account for students regularly and before transitioning to a new activity.
2. **Bathroom Protocols: Keep ALL students together at all times.** If one student has to go to the bathroom, please advise the teacher. Oftentimes, designated bathroom breaks are

integrated into the field trip schedule for all children at the same time. If a child needs assistance while in the bathroom, it is the teacher's responsibility to assist him/her.

3. **Chaperones should not place themselves in and situation(s) in which they are alone with a student**, for the protection of both the student and the chaperone.
4. **Chaperones must always be available, be mindful of safety, and respond to students' needs. Do not use your cell phone** for non-emergency or non-trip related purposes. It is not acceptable for non-field trip related business to be completed while you are supervising students.
5. **Student behavior is the lead-teacher's ultimate responsibility.** As a chaperone, you are expected to reinforce and redirect students to proper behavior based on school safety and field trip rules. If a student is misbehaving and you cannot redirect them, it is the responsibility of the teacher to discipline a student.
  - a. If a student is misbehaving, redirect them with a calm voice (no yelling and absolutely no handling of a student at any time).
  - b. If a student ignores your request for redirection, stop, gather your small group and ensure everyone's safety and then, contact the lead teacher immediately.
  - c. Remember, it is the ultimate responsibility of the teacher to discipline a student.
6. **Please, do not purchase** anything for the students, including food, additional activities, trinkets, or souvenirs. Unless pre-arranged by the teacher, all items on a field trip are paid for by the school.
7. **Be sure you know what to do in an emergency** (medical emergency, natural emergency, lost child, etc.) If you have an emergency, let the teacher know ASAP.
8. **Have fun!** Enjoy the opportunity to spend some time with your son or daughter's class and thank you for ensuring the safety and success of the field trip.

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*I acknowledge that I have received the "Guidelines for Volunteer Field Trip Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.*

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Cell Phone \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

*NOTE: Those that do not attend a mandatory chaperone orientation are not eligible to attend field trips unless a meeting has been held with School Leadership to review the chaperone expectations. Also, any **overnight field trip** will require a separate orientation and would require that chaperones be cleared for tuberculosis and fingerprinted for a background check through the State Department of Justice.*

*Thank you for volunteering to be a chaperone at LAS!*