

POLICY: IICA-e
Approved: June, 2002
Revised: January 16, 2012

FIELD TRIP – CHAPERON GUIDELINES & RESPONSIBILITY

Adults assisting on field trips as chaperons are important for the proper care and safety of children. Therefore, chaperons must give their full attention to the children they are assigned to assist. Without caring adults and following common procedures, field trips will not be able to be a part of the school experience for children.

- Chaperons are directly responsible to the staff member in charge of the field trip.
- Staff member in charge shall (in the presence of the students and chaperons):
 - discuss rules and expectations for students and chaperons
 - discuss meeting locations – when, where to go, what to do if separated from the group
 - make sure students know how to address chaperon when asking a question (Mr., Mrs., Miss, Doctor with last name or abbreviated last name, e.g., Mr. K., Miss S.)
- Additional chaperons may assume only those responsibilities that are assigned by the staff member in charge and may not transfer their role as a chaperon to another person during the time they are responsible for supervising students. If a chaperon becomes ill or incapacitated during the trip, the staff member in charge re-assigns duties as appropriate;
- All chaperons must ride to and from the site or sites with the students. Chaperons may not bring siblings on the trip so their full attention can be focused on monitoring and assisting students assigned to them;
- Chaperons shall enforce bus rules (no standing, talking loudly, horseplay, eating);
- All chaperons must be aware of the location of the list of the names and emergency contact telephone numbers of the participating students with them while they are on the trip;
- Chaperons may not use alcohol, controlled substances or tobacco products while they are supervising students or during the field trip;
- Chaperons must follow the procedures outlined by the staff member in charge in case of an emergency;
- If the staff member in charge becomes ill or incapacitated, he or she designates a chaperon who is a certified school employee as the person in charge. If there are no other certified school employees on the trip, the staff member contacts the school principal for direction.
- A copy of this policy shall be given to and read by each chaperon prior to each field trip.