

Guidelines for Field Trip Chaperones

Bethany Lutheran School

Thank you for volunteering your time to chaperone our field trip! Your role is important and requires certain responsibilities. Please take time to read these guidelines, and thank you for helping us keep our students safe.

- **Please give your full attention to the students assigned to your group. This means:**
 - Know exactly how many students are in your group and who they are. Learn their names and faces.
 - Be sure you have your whole group before moving from one place to another.
 - Do not bring your other children with you on the trip.
 - Use your cell phone for emergencies ONLY. Please do not hand your cell phone to students as a way to keep them occupied, even in the car.
- **Be safety-conscious. This means:**
 - All students should wear seat belts in the car. Some students will also require car seats.
 - Monitor student activities.
 - Enforce rules and appropriate behavior, and expect students to obey you. Report major or continued infractions to the teacher as soon as possible. If consequences are necessary for inappropriate behavior, the teacher will assign them.
 - For your protection and the protection of students, do not place yourself in situations where you are alone with a student.
 - Keep confidential any sensitive information you may learn about a student's abilities, relationships or background.
 - Keep your assigned group with you the entire trip. Do not allow individuals to leave the group, except in the case of an emergency and then only with a partner.
 - Drive directly to and from the field trip location without any unscheduled side trips.
 - Be aware that some students have photo restrictions. This means their parents have formally requested they not be photographed at school or in school activities. If you take photos, verify that students you photograph do not have photo restrictions by checking with the teacher. Never post photos of students on your personal social media sites.
 - Please do not let students use your phone for entertainment, including YouTube. Help them learn that it's ok if they're not engaged in an activity....boredom is good for their brains!
- **Make the teacher's job easier, not harder. This means:**
 - Be familiar with instructions given to students, then enforce these instructions throughout the trip.
 - Understand that teachers know the group best and will reserve the right to assign/re-assign students to groups.
 - Be on time for designated meeting places and departures.
 - Do not purchase items or provide opportunities to your group that are not offered to all groups or pre-approved by the teacher.
- **Remember that the following school policies apply both on- and off-campus:**
 - Any movie shown to students must be G-rated.
 - Adults may not smoke, use tobacco, alcohol, or any controlled substances including electronic cigarettes or look-alikes in any form in the presence of students.
 - Adults may not administer medications to students.