

## Chaperones

Prior to any field trip, the teacher/sponsor of the trip must conduct a short, mandatory orientation session with each chaperone, either individually or as a group. No chaperone shall be allowed to be in charge of a group of students unless the chaperone attends the meeting.

Topics to be discussed must include, but not necessarily limited to:

1. Detailed itinerary of/for the trip (route to be taken, time of departure, time of arrival, lunch plans, etc.)
2. Specific expectations of students (behavior, authority, etc.) – the teacher/sponsor may request that each student, and his/her parent, sign an acknowledgement of these expectations. The chaperone is held to these same expectations.
3. Specific expectations of chaperone
  - Authority figure – must be an appropriate role model for the students
  - Positive attitude
  - Positive influence throughout the trip
  - An enthusiastic and active participant, exhibiting maturity, responsibility, flexibility, initiative, integrity, and excitement for learning
  - Active and alert - remaining in very close proximity with his/her student (taking in consideration the specific nature of the field trip and the age of the students)
  - Team player
4. Importance of positive interaction with students
  - Show joy in being with and working with students
  - Respect all students
  - Be able to focus students' attention, when necessary
  - Be responsible for students at all times
  - Serve (and act) as a leader; however, the school sponsor is responsible for disciplining of students – the chaperone is responsible for reporting inappropriate student behavior to the sponsor
  - Each chaperone must be given his/her list of students for which he/she is responsible with specific responsibilities clearly defined
5. Specific, serious, health concerns of students (if any)
6. Emergency plans
  - On the way to, or from, the site
  - At the site

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Sponsoring teacher

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Chaperone