

Guidelines for Chaperones

Thank you for your interest in becoming a chaperone! At Doyle Elementary School, we believe that field trips provide a valuable educational experience for students. Prior to the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone. If you have any questions regarding this policy, please contact the office.

- Chaperones are required to have Volunteer Certificates on file with the Central Bucks School District.
- **All school rules apply on school sponsored field trips.** Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and **model and enforce appropriate behaviors** for students.
- Chaperones must be legal guardians and age 21 or older. Please do not send a relative in your place without contacting the teacher prior to the trip.
- Chaperones assume responsibility for their group from the time they leave school until the time they return. Official chaperones are required to ride the bus with the children unless there is a capacity problem on the bus. Sit with your group on the bus. Your seat should be in front of, behind, with, or adjacent to your group. **Remain with your group at all times.**
- Because of the responsibility of supervising several children in small groups for the entire duration of the trip, **no sibling/other children are allowed.**
- Chaperones are asked to park in the Mayor Neis parking lot at the softball fields due to limited parking at the school.
- Chaperones may be responsible **to pay their own** entrance/admission fees.
- Doyle students will **not** visit the gift shops. Please **do not purchase food or souvenir items** or provide opportunities that are not offered to all students in the class or pre-approved by the teacher. Keep in mind many students have food allergies.
- Please **do not use cell phones** on the trip unless it is an emergency situation. It is not acceptable for outside work, calls or texting to be completed while you are supervising students.
- Timelines are critical. Be sure you know when and where to meet the rest of your group at the end of the visit. Please **be prompt** and try to arrive at the meeting spot a few minutes early; buses are often on a very tight timeline.
- In order to comply with school policy, before or during the field trip, chaperones:
 - may not use or possess alcohol or other drugs or carry weapons
 - may not use tobacco in the presence of, or within the sight of, students
 - may not administer any medications, prescription or nonprescription, to students.

Thank you for volunteering to help assist students on the classroom field trip. Additional adult support gives the teacher an opportunity to monitor activities as well as ensure that all possible measures are taken to provide the maximum safety for all students. We hope you enjoy your field trip experience!

I acknowledge that I have read the “Guidelines for Chaperones,” and agree to comply with the guidelines as a school volunteer. I understand that my failure to comply may forfeit future opportunities to chaperone.

Printed Name

Signature

Date
