

## Field Trip Chaperone Policy

Purpose of Chaperones: To ensure that Field Trips for the students of Harry McKillop Elementary are safe, educational, and enjoyable for all students, teachers, and chaperones. To assist the teachers in providing adequate supervision and ensuring the safety of all students. To assist the teacher in ensuring the educational objectives of the field trip are met.

- While field trips should be fun, the educational value and safety of the students is our priority. The field trip is an extension of the classroom. To maximize student learning and group participation, we kindly discourage non-chaperones from attending or being present at the field trip destination.
- If necessitated by the specific venue, Chaperone count may need to be limited.
- Parents will be able to accompany their student to at least one of the scheduled field trips during the school year. Teachers will notify all parents of the scheduled dates of field trips for the year. Parents will be encouraged to volunteer to serve as a chaperone for the field trip(s) they are willing and able to attend.
- Chaperones must be a parent/guardian or grandparent of a student in the class for which they are volunteering.
- Siblings or other non-students are not allowed to accompany Chaperones, due to safety and space considerations.
- Parents/guardians must have completed background check on file prior to volunteering to be a chaperone.
- Chaperones will be paired up and assigned to a group of students so that there are always at least two approved chaperones present with students. Chaperones will not be left alone with any student(s) other than their own child.
- Students requiring medication during field trips will be assigned to a teacher or HME staff member. Chaperones are not permitted to dispense, handle or carry medication for any student other than their own child. Teacher/staff will carry/dispense medication.
- If determined necessary by HME Staff, parents of children with special medical or behavioral needs may be exempt from the chaperone number limit. This will be evaluated on a case by case basis, and must be approved in advance.
- Chaperones will receive, in advance, an email detailing specific procedures for the field trip. Chaperones will be required to review the email thoroughly and reply confirming that they have read and agree to abide by all schedules, rules, procedures, etc. Information contained in this email will include but not be limited to:
  - Names of each student and additional chaperone(s) assigned to their group, including cell phone number of the other chaperone assigned to their group.
  - Detailed schedule of the day's itinerary with specific times and locations for group meeting places, group activities, designated lunch time & place, etc.
  - Information on field trip logistics for the specific venue (ex: classes stay together or divide by chaperone groups)
  - Venue specific learning objectives (if applicable)
  - Phone number for teacher or other HME staff member present during field trip
- Any student behavior issue should immediately be referred to the teacher for appropriate handling. Chaperones should not be involved in student discipline.