

## CHAPERONE GUIDELINES & RESPONSIBILITY FORM

The following guidelines have been developed for chaperones to ensure a safe and successful trip.

### GUIDELINES

1. Chaperones must complete a Volunteer Application Form in the front office, present photo ID and have security clearance at least one week prior to the date of the Field Trip.
2. Chaperones are always under the supervision of School Board personnel and must follow their directives.
3. Chaperones need to be at school by \_\_\_\_\_ am/pm.
4. Chaperones must be 21 or older.
5. Parents who have children enrolled in a Broward County Public Schools (K-12) may, upon express approval of the principal, chaperone their own child(ren) who participating in a District Field Trip.
6. Chaperones and their groups must be prompt returning to the buses at the end of the trip. Chaperones will return to buses or departure waiting area by \_\_\_\_\_ am/pm.
7. Please dress appropriately for the school trip.
8. Chaperones must use appropriate language.
9. Alcoholic beverages/illegal drugs are not to be possessed or consumed by Chaperones or students.
10. Chaperones shall not purchase items for the students even if they ask.
11. The use of tobacco products is not permitted by students or chaperones during the field trip.
12. Chaperones need to be aware of any medical conditions/allergies etc. of any children assigned to them.
13. Chaperones shall not provide any prescription or over the counter medications to students.
14. Chaperones shall be seated throughout the vehicle (if applicable) in order to help maintain supervision.

### RESPONSIBILITIES

1. Chaperones are responsible for ALL of the children in their assigned group except otherwise stated.
2. Chaperones must provide active supervision of the group assigned at all times.
3. Chaperones are not to touch students except for their own child or as required by policy or law.
4. Treat all children for whom you are responsible fairly and equitably.
5. Review and enforce the Code of Student Conduct.
6. Report any accidents, disciplinary issues, or problems to the Field Trip Coordinator immediately.
7. A Chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.
8. Chaperones must inform the Principal/Designee of any condition that may affect his/her ability to perform their assigned duties.

Field Trip Destination: \_\_\_\_\_ Field Trip Date: \_\_\_\_\_

Chaperone Name (Print) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School where chaperone registered: \_\_\_\_\_

Emergency Contact Name & Phone No. \_\_\_\_\_

Student Name (Print) \_\_\_\_\_ Teacher Name (Print) \_\_\_\_\_

I have read the Chaperone guidelines and responsibilities and agree to adhere to them. I also know and understand the rules in the Code of Student Conduct that must be enforced on this field trip.

Signed by Chaperone: \_\_\_\_\_