

Teacher's Name: _____

Field Trip Date & Location: _____

CHAPERONE GUIDELINES

School-sponsored field trips provide valuable experiences for students. Chaperones are volunteers who agree to accompany and assist Alton School District staff on school-sponsored field trips. Chaperones provide additional adult supervision and ensure a safe and well-supervised learning experience for students. Students are expected to treat adult volunteers with a cooperative attitude, courtesy and respect. Teachers and school administrators are responsible for assigning specific duties for chaperones. The following guidelines are specific to volunteers who agree to chaperone Alton School District-sponsored activities and field trips.

- You must be an adult over the age of 18.
- You must have a Volunteer Waiver Form of Liability of file in the school office for the current school year.
- Only Alton School District students are allowed to participate in school-sponsored activities (siblings are not authorized to accompany a parent chaperone).
- All chaperones must adhere to requirements provided by the Illinois School Code, Board of Education policies and school rules.
- Chaperones will work cooperatively with other school personnel to meet the needs of students with special needs.
- Chaperones will assist the teacher(s) in implementing all policies and rules governing student conduct.
- Chaperones are not authorized to administer medicine to students.
- Chaperones will report all incidents and disciplinary issues to school personnel in a timely manner.
- Chaperones will maintain student and adult confidentiality.
- Chaperones should not smoke in front of the students or leave the students unsupervised in order to smoke.
- Chaperones should not take students to undesignated places such as gift shops or food vendors without permission from the classroom teacher.
- Chaperones will take necessary and reasonable precautions to protect students.

Transportation

The Alton School District shall provide transportation for **ALL** students and teachers. Students are required to use the transportation provided by the school district as part of the class activity. Chaperones are welcome to ride the bus if space allows. In some instances, chaperones may be asked to drive their own vehicle or carpool, at their own expense and liability. Please check with the classroom teacher before volunteering to attend the field trip.

I have read the following **Chaperone Guidelines** and agree to follow the guidelines above. If a chaperone does not follow the guidelines the building principal may ask the individual to not chaperone another field trip or school activity. This form **MUST** be turned into your child's classroom teacher the day before the field trip.

Student's Name: _____

Chaperone's Name and Phone Number: _____

Chaperone's Signature: _____

Thank You For Your Help!