



## Guidelines for Volunteer Chaperones

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants.

Please read the guidelines below carefully and then go to [humbleisd.net/chaperones](http://humbleisd.net/chaperones) to follow the steps in completing your background check and returning the signed Chaperone Acknowledgment Form to your child's teacher.

### **Guidelines for All Chaperones**

1. All chaperones must be at least 21 years of age.
2. The maximum ratio of students to chaperones is 10 elementary students to 1 chaperone and 20 secondary students to 1 chaperone. Per the teacher's discretion, additional chaperones can be asked to supervise smaller groups of students.
3. Please leave other children in your care at home. The students assigned to your group will need your full attention during the entire field trip.
4. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
5. Teachers reserve the right to assign and/or reassign students to groups.
6. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
7. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
8. Be on time for designated meeting places and departure.
9. School district policies apply to district sponsored, off-site activities. As a volunteer chaperone you:
  - a. May not use, sell, provide, possess or be under the influence of drugs or alcohol. Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.

- b. May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-a-likes in any form
  - c. May not possess articles that can be used as weapons
  - d. May not administer medications to students
10. Keep your assigned group of students with you throughout the field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
  11. While you have the authority to enforce the rules and appropriate behavior, the responsibilities for assigning consequences or using physical restraint rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
  12. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
  13. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
  14. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
  15. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
  16. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.

### **Additional Guidelines for Overnight Chaperones**

1. The ratio of students to chaperone on an overnight trip shall be no greater than 10 students to one chaperone.
2. Chaperones must attend a detailed briefing prior to the trip.
3. Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return.
4. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the direction given by the School Administrator, Coach, or appointed lead chaperone, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the developed trip plan.
5. Chaperones are expected to be familiar with the Humble ISD Student Handbook. Any violations of school rules and shall be reported to the School Administrator immediately. All discipline problems will be handled by the School Administrator or other school representative.

6. School district policies apply to district sponsored, overnight activities. As a volunteer chaperone you:
  - a. May not use, sell, provide, possess or be under the influence of drugs or alcohol. Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
  - b. May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-a-likes in any form
  - c. May not possess articles that can be used as weapons
  - d. May not administer medications to students
7. Students must be supervised at all times while at the event. Account for all participants regularly. Be sure you know when and where to meet the rest of your group at the end of the event. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
8. For the protection of both the student and the chaperone, chaperones should not place themselves in situations which they are alone with a student.
9. At hotels, chaperones are assigned a specific block of rooms and floor area to supervise. Gender of the group members shall be considered when assigning chaperones and floor assignments.
10. Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped and the chaperones are sure the students are secure.
11. Students are not allowed to have visitors nor use room service. Students must be in their assigned rooms from curfew until wake-up.
12. Chaperones will be housed in the most efficient manner possible and it is not always possible to room spouses in the same room.
13. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is. Keep the cell phone contact number of the School Administrator, Coach and other chaperones available.
14. Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the school's student injury incident report which is required with an accident.
15. Chaperones are required to report any illness of students to the trip's School Administrator, Coach, or appointed lead chaperone immediately.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge.

If you are able to commit to these responsibilities, please now go to [humbleisd.net/chaperones](http://humbleisd.net/chaperones) to follow the steps in completing your background check and returning the signed Chaperone Acknowledgment Form to your child's teacher.