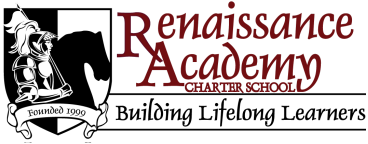


Renaissance Academy's Chaperone Expectations

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 sponsored field trips result in safe and rewarding experiences for all participants.

Guidelines for Chaperones

1. Students' siblings cannot attend the field trip. The students assigned to your group will need your full attention during the entire field trip.
2. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
3. Plan to depart and return on the bus with your assigned students.
4. Upon arrival, please sign-in in the Main Office in the Upper School. Teachers and students will then meet chaperons out front of the main stairs to board buses for departure.
5. 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.
6. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
7. Be on time for designated meeting places and departure.
8. School policies apply to school sponsored, off-site activities.
9. Keep your assigned group of students with you throughout the field trip, including time on the bus.
10. Never allow individuals to leave the group, except in emergencies.
11. You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences rest with the school personnel. 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. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
14. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
15. 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.



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. We hope you enjoy your field trip experience.

I have read, understand, and agree to comply with the guidelines if I am selected to be a field trip chaperone.

Name:	Date:
Signature:	Date of Field Trip:
Field Trip Destination:	