



# SALISBURY

---

## CHRISTIAN SCHOOL

### **Field Trip Chaperone Guidelines**

When you volunteer to serve as a chaperone on your child's field trip, you will be helping to extend the regular curriculum beyond the classroom and the school. Your role as a chaperone is an important one and while enjoyable, it requires that you accept certain responsibilities. Additional questions not outlined in this document should be directed to your child's teacher.

#### GENERAL QUALIFICATIONS & EXPECTATIONS

- A chaperone must be 21 years old and a family member of a child in the class taking the field trip.
- A chaperone's first priority is to ensure the safety and well-being of students through the continuous monitoring of all students assigned to his/her group.
- Siblings are not permitted on field trips.
- Actions and words should reflect positively on our school. All persons associated with SCS should exhibit respect and courtesy to others at all times.
- Chaperones are to serve as positive role models and must dress appropriately, refrain from the use of tobacco, alcohol, and inappropriate language.
- Chaperones should be aware of the procedures for dealing with injuries and illness: Keep all other students away from the sick or injured student. Know the location of the first aid kit and use appropriate first aid. Notify the teacher or faculty sponsor as soon as possible.

#### RULES AND REGULATIONS

All rules of Salisbury Christian School apply to all students on field trips. Chaperones are expected to encourage all students to act respectfully, remain on-task, respect property, and clean up after themselves. Chaperones should report any infractions to the student's teacher; chaperones are not meant to serve as disciplinarians. Teachers reserve the right to assign and/or reassign students to groups.

#### CHAPERONE DUTIES

##### *Pre-Trip:*

1. Please arrive on time, obtain the schedule of events from the teacher or faculty sponsor, and assist as needed.

##### *On Buses / In Vehicles:*

1. All students and chaperons will ride the bus to and from the event unless prior approval has been granted by the teacher or faculty sponsor.
2. The teacher or faculty sponsor will check roll of students each time they load the buses. Be aware of where your assigned students are sitting.
3. Make sure students follow the safety rules on the bus.
4. Help enforce personal device / cell phone rules as established by the teacher or faculty sponsor.
5. Watch for public displays of affection and report them immediately to the teacher or faculty sponsor.

##### *During the Event:*

1. Keep your group together at all times.
2. Encourage appropriate behavior at all times.
3. Children should not use restrooms without being accompanied; notify a teacher if you need assistance with student supervision so that you can accompany a child to the restroom.
4. Students are not allowed to leave the site of the activity unless given permission directly from the teacher or faculty sponsor.

##### *Post-Trip:*

1. Make sure all equipment and students are unloaded before leaving.
2. Inspect buses/vehicles for any forgotten items.
3. Ensure that all students clean trash out of vehicles at the end of each trip.

### OVERNIGHT HOTEL PROCEDURES

1. Young women and young men are not permitted in each other's rooms unless accompanied by a chaperone, teacher, or faculty sponsor.
2. All students should be in their rooms at the appointed curfew (NO EXCEPTIONS).
3. At curfew, check each room you are responsible for and actually see each student in the room. After checking the room at curfew, have them lock their door while you are in the hallway. Check 20 minutes later to make sure all is quiet. Check in with the teacher or faculty sponsor when all of your rooms have been checked. Someone will come around and tape room doors for the night.
4. At wake-up time, knock on each door you are responsible for until it is opened.
5. Remind students of what time they need to be ready to load the buses/vehicles.
6. If checking out of hotel, check all of your rooms to make sure they are clean and that nothing has been broken or left behind.