

Chaperone Guidelines for Lakeland School District

Prior to chaperoning a field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

- All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- For all overnight trips, if both male and female students are attending, there must be at least one male and one female chaperone, unless there are restrictions from the event authority.
- **All chaperones must be approved by school administration.** These may include school employees and volunteers. All volunteers must comply with Board Policy 916 - Volunteers, and submit required disclosures and clearances prior to the trip.
- Chaperones are expected to support the trip organizer/advisor at all times, in all decisions, and policies. Any discussions about decisions and policies should be held in private and not in the presence of students. Chaperones are expected to put the needs of the students and trip organizers ahead of personal preferences during the trip.
- Chaperones are expected to arrive on time, remain with the group, and report to designated assignments.
- Never leave a student alone at a hotel. If a student is ill and unable to participate in planned activities, at least one chaperone must stay at the hotel with the student.
- Chaperones are expected to assist in supervising students in the hallways, lobby, and recreational areas of the hotel. If students are allowed to use the hotel pool, supervision by a lifeguard and/or CPR certified chaperone is necessary.
- In order to comply with District policy, during District sponsored events, volunteer chaperones:
 - May not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - May not use tobacco in the presence of, or within the sight of, students
 - May not possess any weapons
 - May not administer any medications, prescription or nonprescription, to students unless professionally trained and previously approved by the District.
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rules, etc.). Know who is first aid trained, where the first aid kit is, supervising staff member's cell phone number, and who has the copies of parental permission slips with emergency phone numbers and medical information

I acknowledge that I understand and will comply with the chaperone guidelines above.

Chaperone Signature

Date

Chaperone-to-Student Ratio for grades 7-12:

- A ratio of one chaperone per thirty students is recommended for all LSD sponsored field trips for students in grades 7-12. Note: Some field trips may require a smaller student/chaperone ratio (e.g. one chaperone per eight students). The Principal may approve more chaperones if needed.

Chaperone-to-Student Ratio for grades K-6:

- A ratio of one chaperone per ten students is recommended for all LSD sponsored field trips for students in grades K-6. Note: Some field trips may require a smaller student/chaperone ratio (e.g. one chaperone per eight students). The Principal may approve more chaperones if needed.