



## Field Trip Chaperone Responsibilities

Each field trip is a little different as far as scholar/chaperone ratio due to the grade level of students and the venue. For instance, if scholars will be contained in an auditorium, the ratio could be higher than a trip to the zoo. Our number one priority is scholar safety; therefore, the ratio variation is necessary.

### Chaperone Selection:

We know that we have an amazing parent body who is willing to help whenever there is a need. We are very thankful for this, but we will need to limit the number of chaperones for each trip. If we have more volunteers than needed by the deadline, we will hold a drawing and notify those who will be joining us for the field trip as a chaperone. Please review the chaperone responsibilities below before volunteering.

### Chaperone Responsibilities:

- Chaperones will be required to check into Raptor prior to the field trip. This requires a valid ID.
- Chaperones will be required to follow Leman dress code while on the field trip.
- Chaperones will be required to pay event fees (if required) and a transportation fee of \$6.00. Please make check out to Leman Academy.
- Chaperones will be required to ride the bus. This gives you time to become acquainted with your group and memorize faces and names.
- Chaperones will always be required to supervise and monitor their group. This includes taking them to the bathroom as a group.
- Chaperones are not allowed to be alone with one scholar.
- Chaperones are not allowed to bring other children with them. Scholar safety is the number one priority and we want to limit distractions.
- Chaperones are not allowed to deviate from the lesson plan or schedule provided by the teacher.
- Chaperones may not buy items (food, toys, etc.) for scholars.

I, \_\_\_\_\_ (please print) understand the responsibilities of being a chaperone and agree to follow them on the field trip dated

\_\_\_\_\_ for \_\_\_\_\_ grade for

\_\_\_\_\_ teacher.

Trip Event: \_\_\_\_\_

\_\_\_\_\_  
Chaperone's Signature | Cell Phone

\_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_ | \_\_\_\_\_  
Date turned in | Fee | Check #