



ANOKA-HENNEPIN
SCHOOLS
A future without limit

Guidelines for Volunteer Field Trip Chaperones

Please remember that volunteering is a privilege, not a right. There may not be room for all who volunteer to act as chaperone. You will be notified if you are selected to 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.

Becoming a Volunteer Field Trip Chaperone

District procedures require that all volunteers have a volunteer application form on file with the school's Volunteer Services Coordinator and have a background check completed before becoming a chaperone. The district also requires that a field trip chaperone be at least 19 years of age.

Guidelines for Chaperones

1. Please leave other children at home. 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. Teachers reserve the right to assign and/or reassign students to groups.
4. 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.
5. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
6. Be on time for designated meeting places and departure.
7. School district policies apply to district sponsored, off-site activities. As a volunteer chaperone you:
 - a. May not smoke or use tobacco or controlled substances including electronic cigarettes, vapes or look-a-likes in any form
 - b. May not be under the influence or consume alcohol or illegal substances
 - c. May not possess articles that can be used as weapons
 - d. May not administer medications to students
8. Keep your assigned group of students with you throughout the field trip, including time on the bus.
9. Never allow individuals to leave the group, except in emergencies and then only with a partner.
10. You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
11. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.

12. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
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. 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.