



Chaperone Handbook

HB du Pont Middle School

Thank you for agreeing to chaperone a HB activity/field trip! Being an effective chaperone is an important part of a successful trip. Being a chaperone is an 'active' role and one that requires a person to be an engaged part of the activity/field trip. Being a chaperone is not the same as simply attending an activity/field trip with your child - the responsibilities and expectations are greater. If you have any questions regarding your role as a chaperone that is not answered in the information below, please do not hesitate to contact the Lead Teacher of the activity/field trip prior to the date of the activity/field trip.

Attire:

Chaperones may be asked to participate in all of the field trip activities. Chaperones should wear clothing appropriate to the nature of the field trip.

Communication:

Chaperones will be asked to give their personal cell phone numbers to the person/people in charge of the activity/field trip. If a chaperone is unwilling to give their personal cell phone number out an acceptable alternate means of communication must be established. If an alternate means of communication is unable to be agreed upon the chaperone may be asked to forfeit his/her duties prior to the activity/field trip.

Money

Chaperones may be asked to help manage student monies. Chaperones will never be expected to pay student expenses (aside from their own children). Chaperones should only receive money from a student in the presence of a witness and the money should be counted out to agree on the total. Chaperone expenses may not be covered in chaperones should be prepared to cover their own expenses.

Medical

Chaperones may be made aware of medical conditions of students in their care. Medical information is provided on a confidential need to know basis and such information is expected to remain confidential after chaperoning duties are complete. You may contact our school nurse Mrs. Whaler (239-3423) at any time for further clarification.

Personal Electronics

Chaperones are expected to follow the same activity/field trip/district rules regarding the use of personal electronics. Any personal stereo equipment (CD players, iPods, etc.) must be used with earphones, and must not be audible to others. These items can be easily lost or broken, so if you bring them, do so at your own risk and the district assumes no liability or responsibility for replacement. Videos or DVD's that are played on the bus must be rated G or PG only – this also applies to personal DVD players.

Student Grouping and Behavior:

Chaperones will be expected to monitor student behavior and to intervene in the case of inappropriate behavior. Groups are expected to stay together unless explicitly otherwise directed.

Supervision:

Chaperones will be assigned and are responsible for a group of students. Groups may join together if they wish, but each chaperone is ultimately responsible for those students assigned to them. *Chaperones must never leave students unattended.* Chaperones should avoid being alone with a student. Additionally, chaperones may be partnered together for safety purposes. If this is the case, partners are expected to stay together throughout the activity/field trip.

Transportation

Chaperones may be asked to sit in a specific seat on the bus (or the transportation used during a field trip). While we will make every attempt possible for you to sit with your child it may not be possible. Chaperones are expected to follow the same district/bus company policies regarding eating on the bus as the students are.

Thank you:

Thank you for helping with this activity/field trip. Your assistance is truly appreciated. Without you, we may not be able to do this activity/field trip. If you ever have any questions regarding your responsibilities, the activity/field trip, or anything else, please do not hesitate to contact the Lead Teacher.

Additional Information:

Every activity/field trip will have an additional set of chaperone responsibilities and expectations. Chaperones will be expected to be knowledgeable about the expectations contained in this handbook as well as the additional ones provided by the Lead Teacher of the activity/field trip. Chaperones are strongly encouraged to ask any questions that they may have about their responsibilities prior to the activity/field trip. We are so grateful that you have volunteered to be a chaperone for a HB activity/field trip. Thank you for giving of your time to support our HB students.

I acknowledge the receipt and understanding of this Chaperone Handbook (above) as well as the additional chaperone responsibilities of this particular activity/field trip.

Activity/Field Trip: _____ Date of Activity/Field Trip _____

Chaperone name (print): _____ Chaperone signature: _____