

Discovery Academy of Science

Chaperone Guidelines 2022-2023



The following guidelines have been developed for field trip chaperones in order to ensure a safe and successful trip.

SELECTION GUIDELINES/PROCESS

- Once the field trip dates are released all level 2 volunteers will be notified to log into trackitforward.com where they can sign-up to chaperone for fieldtrips relevant to their child.
- If a grade has more chaperones signed up than needed then selection of volunteers will occur in this order:
 - Parents who have completed 15 or more volunteer hours in the prior year or are in good standing with their hours so far this year (depending on how far we are into the year) and at least half of those hours are non-chaperone hours. Also parents who are new to the school will be considered if they have not had time to become in good standing with their hours during the time they have been at the school.
 - Volunteers who have completed 15 or more hours in the prior year or are in good standing with this years hours (depending on how far we are into the year) and more than half the hours are chaperone hours.
 - To be in good standing for the year with volunteer hours you must:
 - Complete 5 volunteer hours by 12/31
 - Complete 15 volunteer hours by 5/30
 - Attend 3 of the 4 yearly PVO meetings
- Parents who are selected to chaperone a class other than their student may bring their student in their chaperone group if so desired.

GUIDELINES

- All school rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by school staff, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- Chaperones may ride the bus if there is room. Otherwise chaperones may drive themselves or carpool together.
- Chaperones must be 18 years of age or older.
- Younger siblings are not allowed to accompany chaperones on field trips (this is for the safety of our students as chaperones need to remain focused on the students they are assigned to chaperone).
- Chaperones may NOT take their child home from the field trip, all students must return to school on the bus or by whatever means of transportation they arrived at the field trip.
- Students are responsible for holding all personal items that are brought on trips. If the teacher allows them to bring such items.
- There is no guarantee that a chaperone will be assigned to their child's classroom to chaperone. If you are not assigned to your child's class, you may bring your child along with the students you are assigned to chaperone.
- Chaperones and their groups must be prompt in returning to the buses at the end of the trip.
- Please dress appropriately for the school trip, remember you are representing Discovery Academy of Science. When possible wear a DAS Spirit Shirt.
- Use appropriate language.
- Alcoholic beverages/illegal drugs are not to be possessed, consumed, or provided to students.
- Please do not purchase items for the students even if they ask. Also **DO NOT** take students into gift shops unless it is specifically approved by the classroom teacher.
- Tobacco products are not permitted.
- Chaperones need to be aware of any medical conditions/allergies, etc. of any children assigned to them.
- Chaperones shall not provide any prescription or over the counter medications to students.
- If driving students, **once approved in writing by school administration**, have appropriate proof of insurance and valid license

RESPONSIBILITIES

- Chaperones are responsible for ALL of the children in their assigned group not just the chaperone's own child.

Return to DAS Office before volunteering.
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- Please stay with the group you are assigned to at all times.
- Treat all children for whom you are responsible fairly and equally
- Report any accidents or problems to the class teacher immediately.
- Make sure you are aware who is the first aid trained staff member on the field trip.
- Each chaperone must carry a cell phone and have provided the number to the class teacher.
- Chaperones must inform the Volunteer Coordinator of any conditions that may affect his/her ability to perform their assigned duties.
- Take photos of students during field trip and load photos to the class shutterfly site so parents who could not attend can see what the students did and to be used by yearbook club.

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Discovery Academy of Science Chaperone Contract

I have read the Discovery Academy of Science Chaperone Guidelines and I understand the importance of following these Guidelines. I agree to honor the Chaperones Guidelines.

I understand that it is very important for me to log my volunteer hours into TrackItForward and I will do so within 2 weeks after having performed chaperone activities.

I understand that violations of the above guidelines and responsibilities could result in forfeiture of volunteer and chaperone privileges for future school trips and future school-related events.

Volunteer Signature

Volunteer Printed Name

Student Name 1

Date

Student Name 2

Student Name 3