

MUSCATINE COMMUNITY SCHOOL DISTRICT ELEMENTARY CHAPERONE GUIDELINES

These Chaperone Guidelines provide you with an overview of a chaperone's responsibilities and recommendations for appropriate responses to various situations that may arise during the course of a field trip. Should you require any additional information, or have any other questions or concerns; you are invited to meet with the principal to discuss the matter.

General Expectations

- Chaperones must be 21, unless the parent of a child in this classroom.
- Dress appropriately, following MCSD's Student Appearance Policy as outlined in student handbook.
- Only children for whom the trip is planned will participate in the event.
- Sign-in at the office before leaving on the field trip.
- The teacher is in charge. The teacher will administer all medication and handle all discipline problems.
- No individual pictures will be taken.
- An Application for Temporary Assignment Working with Elementary Students must be completed prior to the field trip. These are available in the office, or the classroom teacher.
- Each chaperone should assume responsibility for their group as soon as the students leave the classroom, including supervision on the bus. Direct their attention to the presentations or exhibits. Please do not visit with other chaperones during the presentations.
- Please make bathroom, drinking fountain, or other stops as a group. In an emergency situation, contact a teacher for supervision of this student in the restroom.
- Do not leave children alone or unescorted.
- Bypass gift shops, vending machines, and concession stands unless otherwise instructed by the teacher.
- Cell phones are permitted for emergency use only.
- Chaperones are to serve as positive role models and must refrain from the use of tobacco and/or inappropriate language from the time of arrival at school until departure from school or when the activity has been completed.
- All children will ride the bus to and from the event.
- Chaperones must also ride the bus unless there are extenuating circumstances that make it impossible.

I have read, understand, and agree to comply with the chaperone guidelines.

(Name)

(Date)