

# **Bailey Middle School Band – Chaperone Guidelines**

Thank you for volunteering to chaperone on a field trip for the Bailey Middle School Band. Your role as a chaperone is an important one and requires that you accept certain responsibilities. Should you require any additional information, or have any other questions or concerns, please contact Ms. Petersen.

## **General Expectations**

- You must be cleared by CMS to chaperone. Failure to follow CMS policies and guidelines as well as trip guidelines could result in your volunteer status being revoked for future events.
- As a chaperone, you must follow CMS Policies and procedures as stated in the Student Handbook and the school district's student behavior expectations.
- You will assist the teacher and other school staff with the direction and supervision of the students.
- You should help students engage in a positive experience.
- You will be assigned a small group of students on overnight trips for whom you are responsible. You should know the whereabouts of each student at all times. Students should never go anywhere unsupervised.
- It is crucial that you arrive at school and are ready to leave at the designated time. Delays may disrupt the scheduled activities for everyone.
- Introduce yourself to your group and be sure that you know your students' names.
- Do not deviate from the established itinerary and group assignments.
- The students' safety comes first. Be alert to potential dangers.
- Supervise the students in a firm but courteous manner.
  1. If you must redirect a student is not behaving appropriately, be firm and respectful.
  2. If a student becomes oppositional to you, immediately notify Ms. Petersen. All discipline issues are her responsibility.
- Do not leave students alone or unescorted. It is your responsibility to keep the group together and escort them at all times. At times when students need to use the restroom, chaperones should wait outside the restroom for the students to return.
- Chaperones are not to drink alcohol during the trip.
- Please refrain from smoking.
- Please refrain from using cell phones to conduct personal business when you are with the students on a tour, in an assembly, or in a performance. Please keep your cell phone on vibrate and check it regularly in the event Ms. Petersen needs to reach you.
- Students are not to have cell phones on except at certain designated times during the trip. Students who do not follow this rule should be directed to Ms. Petersen.

- Students are allowed to listen to iPods and use portable gaming devices as long as headphones are used and students are not playing/listening to offensive material. Direct any problems to Ms. Petersen.
- Do not release students to anyone other than the teacher. Parents/guardians who want to take children home during a field trip have to a travel waiver on file with Ms. Petersen to release her from any liability and responsibility.
- Chaperones are not allowed to administer any medication to students – even over-the-counter medications. All medical situations must be referred to the teacher.

### **Overnight Trips**

- Do not enter any students' rooms unless you are with another adult.

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_