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## Sanders Memorial Elementary School

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### SMES Policy 1.4- Field Trip Chaperone Guidelines and Responsibilities

#### GUIDELINES

- Chaperones must be approved volunteers by the Pasco County School District for the current year.
- Chaperones need to be at school **30 minutes prior** to the field trip.
- All chaperones must check in at the front office upon arrival.
- Chaperones must be 18 or older.
- **Younger or older** siblings are **NOT** allowed to accompany chaperones on trips.
- Chaperones and their groups must promptly return to the buses by the designated time assigned by the field trip coordinator.
- Please dress appropriately for the school trip. Please remember you are representing Sanders Memorial Elementary.
- Use appropriate language.
- Alcoholic beverages/illegal drugs are not to be possessed, consumed, or provided to students.
- Tobacco products are not permitted.
- Chaperones need to be aware of any medical conditions or allergies of any children assigned to them.
- Chaperones shall not provide any prescription or over the counter medications to students.

#### RESPONSIBILITIES

- Chaperones will be assigned a group by a teacher and must remain with that group at all times.
- Chaperones are responsible for **ALL** of the children in their assigned group-not just the chaperone's own child.
- Please take **ALL** students to the restroom at the same time.
- If you have a mix of boys and girls, students must enter the restroom with a partner.
- Please refrain from personal phone calls/texting during student contact time.
- Students are responsible for holding all personal items that are brought on trips.
- Please do not purchase or allow students to purchase items (unless otherwise stipulated).
- Treat all children for whom you are responsible fairly and equally.
- Report any accidents or problems **IMMEDIATELY** to the teacher and/or field trip coordinator.
- A chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.
- Additional responsibilities may be asked upon return to the school based on the teacher's needs.

\*Updated on 6/17/2019



Sanders Memorial  
Elementary School:  
A STEAM Magnet