



Socrates Academy Chaperone Guidelines

Thank you for volunteering to chaperone a field trip for Socrates Academy. Your role as a chaperone is an important one and requires that you accept certain responsibilities. These guidelines provide you with an overview of a chaperone's responsibilities. Should you require any additional information or have any other questions or concerns, please contact your scholar's teacher or an Administrator to discuss the matter.

General Expectations

- As a chaperone, you must follow Socrates Academy policies and procedures as stated in the Student Handbook and the Code of Conduct and Discipline.
- You will assist the teacher and other school staff with the direction and supervision of the students.
- You will help students engage in a positive learning experience.
- You will be assigned a small group of students for whom you are responsible. **You should know the whereabouts of each student at all times. Students should NEVER go anywhere unsupervised.**
- You are responsible for the behavior of the students in your group. Each student and his/her parents have signed a behavior contract in order to be able to participate in this trip.
- 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 student 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 courteous manner. (1) If you must redirect a student who is not behaving appropriately, be firm and respectful. (2) If a student becomes oppositional to you, immediately notify the teacher. All discipline issues are the responsibility of the teacher.
- **Do not leave students alone or unescorted.** It is your responsibility to keep the group together and escort the students at all times. **Students are not allowed to go to the bathroom alone.** The chaperone will escort them and wait outside the bathroom for the students to return.
- Refrain from using cell phones and conducting personal conversations during the field trip.
- Use of any alcoholic beverages, tobacco products and/or illegal substances is NOT permitted for the entire duration of this field trip.
- Chaperones will ride the transportation provided by the school, to and from the field trip destinations, unless otherwise directed.
- Do NOT administer any medications to a student. All medical situations must be referred to the teacher.
- **Siblings of Socrates students are NOT allowed to accompany chaperones on field trips.** Please make arrangements for childcare of siblings of students who are participating in the field trip.

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

Name (Print)

Signature

Date