

# Field Trip Guidelines (Policy?): Revised

We appreciate all who volunteer to chaperone and/or drive on field trips. Without you the trips wouldn't be possible. Please note the guidelines below as you consider volunteering.

## **General**

- Field trips are a privilege and supervising teachers maintain the right to determine what children may participate. **The supervising teacher will set up and organize the trip including:**
  - Amount and number of chaperones
  - Monies collected and fees
  - Contact and information sharing with field trip destination site/coordinator
- Chaperones must be at least 21 years of age and are responsible for overseeing the general physical and spiritual welfare of the children.
- St. John's reserves the right to determine if an individual is qualified to serve as a chaperone. As a chaperone, the following criteria must be met:
  - **You are able to supervise the children that are with you on the field trip**
  - **You will be available to assist in the order and sequence of the day**
  - **You will report any discipline problems to the supervising teacher**
  - **You will abide by the conduct of being an adult Christian representative**
- Chaperones are to report any disciplinary problems promptly to the supervising teacher(s).
- **Chaperones are encouraged to make arrangements so that younger siblings can remain at home.**
- Chaperones will refrain from alcohol and tobacco use.
- **Chaperones will gather with the supervising teacher(s) prior to departure time to be fully informed of responsibilities and plans. The supervising teacher(s) will outline driving instructions and emergency procedures along with other instructions specific to the field trip.**

## **Medical & Phone**

- The supervising teacher(s) will bring a basic first aid kit and a copy of emergency medical release forms for all children.
- A supervising teacher will make every effort to ensure that each vehicle has a cell phone.

## **Driving**

- Drivers must be at least 21 years of age and meet the provisions on *St. John's Field Trip Transportation Form*.
- Drivers must follow all traffic laws and employ safe driving techniques.
- Drivers should not use cell phones while driving.
- All drivers will take the same route as designated by the supervising teacher.

## **Bus**

- Children are to remain seated while the bus is in motion.
- Chaperones are to distribute themselves among the children on the bus.