



# BCS Chaperone Guidelines

**On a field trip,  
the children and chaperones represent our school!**

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*If you can, please  
bring a cell phone with  
you and let the teacher  
know the number.  
Please do not use the  
cell phone unless it is  
an emergency . . .  
It may distract you!*

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## What We Ask of Chaperones

- ALWAYS, ALWAYS, ALWAYS have the students that are assigned to you in your line of sight (except in the bathroom of course). Learn your students' names so that you can call to them by their names. Make sure students know that they must stay with you. If they don't listen, let the teacher know.
- Generally, rules that apply to children, also apply to adults - like following the dress code and not using profanity.
- Absolutely no alcohol or tobacco use by adults. If you must take a smoke break, take a break away from children after making sure that your group is supervised by another adult.
- Only school children should go on this trip. Please do not plan on bringing a sibling along.
- Try not to be alone with another person's child. You never know what the child may say.
- Learn about the schedule for the day and try to stick to that schedule. When everyone has to wait for one group, it isn't fun!

## Supervision and Student Behavior

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*Check with the teacher  
to see if any student in  
your group has rules  
about being  
photographed*

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- Generally, all school rules apply to a field trip. Knowing what the general rules are will help.
- Chaperones are responsible for the behavior of the students in their group. If you have difficulties with a student, please let the teacher know immediately.
- If you run up against a situation that you don't know how to handle, talk with the teacher. If you disagree with a decision the teacher makes, it's best to just go with it. If it is something you feel strongly about, talk with the teacher separately - not in front of the children.
- On an overnight field trip, make sure you understand ALL of the rules for behavior in the hotel rooms. Students should NOT be wandering the hallways or going to the pool by themselves. An adult should be with them at all times