

Guidelines for Chaperones Disclosure

The following guidelines are designed to ensure a successful experience for students and parents.

- **To ensure proper supervision of our students, younger siblings may not accompany chaperones on field trips.**
- The teacher's role is to oversee the entire group and make sure the itinerary is followed. When possible, the teacher is not assigned students to oversee. This allows the teacher to move freely within the toured area and the group and respond to any emergency situation that may arise.
- Any student who does not adhere to guidelines and rules or otherwise becomes a problem is assigned to the teacher for the remainder of the trip and will not be allowed to attend the next scheduled field trip.
- Parent chaperones are to oversee the behavior of the children. For some field trips, the teacher may prepare a parent's guide of what is being viewed and questions to discuss with the students.
- **It is expected that students walk with the chaperone at all times as a group, use quiet and courteous voices, keep their hands and feet to themselves, and practice appropriate behavior that does not draw the attention of others.**
- When the students are directed to spread out, chaperones spread out with their assignees. If the group is directed to sit or gather as a large group, chaperones spread out evenly to oversee the group.
- Chaperones are to transport only those students assigned to them by the teacher.
- The chaperone must transport their own child to the destination.
If stops are necessary on an out-of-town outing to obtain refreshments, the parent chaperone takes an order from the group in his/her car and obtains the refreshments.
- Unless the teacher requires a refreshment stop during a Houma area trip, none is to be made.
- It is the responsibility of the parent chaperone to oversee the safety of our students at all times. Supervising students on a school-sponsored trip requires more rigid demands of both students and adults than a personal outing with your child and a few of his/her friends. Do not hesitate to correct any student regarding inappropriate behavior or noncompliance of rules. Notify the teacher immediately if the child's inappropriate behavior or noncompliance of rules continues.
- Students weighing less than 60 pounds or younger than 6 years old must sit in an approved car seat provided by their parent.
- All students must use a safety belt. No double seating.
- All parent chaperones that are driving **MUST** strictly adhere to all posted speed limits.
- Parents driving students on a field trip must have a copy of their insurance card, driver's license, and cell phone number on file in the school office.

I, _____, agree to abide by the chaperone rules set forth by SMES and accept the responsibility of chaperoning SMES students on this date _____ and all future field trips during the 2009-2010 school year.

Signature.

St. Matthew's thanks you for agreeing to accompany students on their field trips. Without your efforts, our children would not enjoy the many benefits that field trips provide.