



# Orange County Public Schools

## CHAPERONE RESPONSIBILITIES FOR FIELD TRIPS

- The field trip supervisor must be a faculty member of the institution taking the trip.
- All chaperones must be at least **21 years** of age and a member of the school faculty/staff or a district registered volunteer.
- Chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return. (*applies to overnight field trip*)
- The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities.
- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline, the Civility Policy and shall report all suspected violations to the field trip supervisor immediately.
- Chaperones may not discipline a student, staff member and/or another chaperone.
- Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- Chaperones must actively supervise and keep an accurate check on members assigned to them.
- Chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure. (*applies to overnight field trip*)
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- Parents or student relatives who are not chaperones or student participants in a field trip will not be permitted to join a field trip at its destination; unless they are approved volunteers by OCPS. These volunteers must also be authorized by OCPS to participate in the designated field trip.
- Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined as being dressed from neck/shoulder area to mid-thigh or knee area.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
- Chaperones are required to report any illness of students to the field trip supervisor/sponsor immediately.