

Stone Bridge School

Chaperone Guidelines and Responsibilities Policy

Revised by Lisa Meyers and Approved by Charter Council on 10/14/25

CHAPERONE GUIDELINES AND RESPONSIBILITIES

Chaperones are defined as those adults who, under direction of the class teacher, support and interact with students on a field trip. Chaperones are responsible for monitoring students' activities and safety for the duration of the trip/event.

FINGERPRINTS (LIVESCAN)

All chaperones, both single day and overnight, must pass a background check (Live-Scan) from the Department of Justice. Chaperones who have been out of the US for one year prior to fingerprinting must also have clearance from the FBI. Any LiveScan results that are not clear will be reviewed by the Administrator, and if there is no safety concern for students, the individual will be approved to chaperone field trips. Generally speaking, the cost for fingerprinting is not covered by SBS, however, for families who qualify for free and reduced lunch, SBS will cover the cost of LiveScan if requested. Fingerprints and the resulting clearance are only needed once during the chaperone's tenure at the school.

REQUIREMENTS FOR CHAPERONE DRIVERS

All chaperones driving students must annually provide the requirements listed on the Field Trip Automobile Transportation Form, which include:

- Copy of Driver's License
- Copy of Current Automobile Insurance
- Copy of Current Car Registration
- Vehicle Information
- Copy of safe DMV Driving Record

⇒ *Unofficial online Driver Records printed via the [DMV website](#) are acceptable; alternatively, official Driver Records may be requested via DMV form INF1125.*

⇒ *Driving records that do not come back clean will be reviewed by the Administrator. Any serious offenses, patterns of accidents or infractions, etc. will disqualify a chaperone from driving. For single occurrences where no serious safety concern exists, the Administrator may discuss the situation with the individual and approve them as a chaperone driver.*

AGE REQUIREMENTS

All chaperones or accompanying adults must be 21 years or older to participate in a field trip.

WAIVER OF CLAIMS FORM

All chaperones must complete and return to the school office the **Waiver of Claims by Participant in an Off-Campus Activity** form before each trip.

SIBLINGS

Chaperones may not bring preschoolers or siblings on any trip, without the advance consent of the teacher.

PROCESS TO CHAPERONE

The decision about who may be a chaperone is made by the class teacher (and the Administrator, if necessary). Chaperones are required to attend a planning meeting prior to the trip and will be given trip instructions and necessary information. The class teacher will inform the chaperones of vehicle protocol, directions, and departure/arrival times for the field trip.

CHAPERONE EXPECTATIONS

Commitment of chaperones to the trip's purpose(s) or task(s) is all important. Working together and the sense of community are important to the success of the field trip. An effective chaperone supports the group process of adhering to goals and achieving them through effective listening and cooperative focus. We ask that chaperones focus their attention on all students (not just their own) and maintain focus by not socializing with other chaperones and adults.

Chaperones must be prudent, logical, and reasonable while assisting the teacher and interacting with students during all field trip activities. They must assist with keeping the group focused and on task, serve as good examples to students, and model appropriate behaviors such as:

- Use of appropriate language
- Positive behavioral interventions
- No alcohol consumption, smoking, or use of controlled substances. All school and district rules for student conduct must be enforced.
- Dress code prescribed by SBS
- Compliance with all applicable laws, including traffic laws
- **CELL PHONE ETIQUETTE AND RESTRICTIONS**
Cell phone use is discouraged while serving as a chaperone. If a cell phone need arises during a field trip, the chaperone should step away from the group, after ensuring that there is adequate student supervision.

While driving, cell phone use is strongly discouraged, even with the use of hand-free technology. In the event of an emergency when cell phone use is necessary, chaperones are asked to pull off to the side of the road, when it is safe to do so.

- **Refrain from bringing or purchasing special snacks for the students in their vehicles.**
- Chaperones must be willing and able to share responsibility, especially when faced with emergency situations, and make decisions under stress.

MEDICATION AND OVER THE COUNTER SUBSTANCES

The California Education Code Section 49423 allows school personnel to assist students who are required to take medication during the school day under specific circumstances.

Under no circumstances shall over the counter or prescribed substances be administered to students by an adult who does not have written authorization to do so. All non food consumables (such as medications or supplements) must be administered by a school employee or a designated adult with written authorization from a parent or guardian, as specified on the "Administration of Medication" form.

OTHER DRIVING GUIDELINES

Parents are requested to refrain from playing music or books on tape unless approved by the teacher.

STUDENT BEHAVIOR

Chaperones must do their best to redirect or guide students. Serious concerns about student behavior while serving as a chaperone should be referred to the teacher or another staff member immediately.

CONFIDENTIALITY

All chaperones, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.

[Click Here To Sign The Chaperone Waiver](#)