



Living and Sharing the Gospel of Christ

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Chaperone Guidelines

Thank you for your offer of time and talent as you have volunteered to chaperone a field trip for your child's class. Listed below are guidelines to be followed by all chaperones on all St. Leo the Great School field trips.

1. All chaperones must wear their Diocese of Harrisburg Youth protection badge
2. For the protection of both students and chaperones, two adults will be assigned to a group of students.
3. All chaperones must stay with the group at all times. No chaperone should leave the group for any non-emergency reason at any time.
4. On occasion, we could be somewhere where alcohol is available or served. It is never appropriate or acceptable for a chaperone to drink alcohol on a school sponsored trip.
5. It is never appropriate or acceptable for a chaperone to smoke or vape on a school sponsored field trip.
6. A field trip begins and ends at St. Leo School. Non-emergency stops will not be permitted. A chaperone is responsible for students from the time we leave St. Leo School until we return to St. Leo School.
7. Cell phone usage is limited to picture taking, contact with your teacher or emergency calls. A chaperone should not play games on their cell phone, answer emails or browse social media while on the trip. Chaperones should not allow children to play games on their cell phones while traveling on the bus or at any other time on the trip.
8. Chaperones are expected to be ready and at school 15 minutes before departure time. There is usually a very tight itinerary to be followed, therefore promptness is very important. Departure will not be delayed beyond 5 minutes for any chaperone who is not on time.
9. Chaperones are expected to interact with the students in their care. The goal of a field trip is for the students to be enlightened and enriched educationally.