

SPES Chaperone Guidelines

THANK YOU SO MUCH FOR BEING A FIELD TRIP CHAPERONE TODAY!

Being a chaperone is a serious responsibility and we ask that you read and adhere to the following guidelines:

Safety is our number one priority!

1. All chaperones must be an approved 2015-16 Volunteer, your identification may be requested.
2. Please make certain that all of your assigned students are always with you. (Notify a teacher immediately if anyone is missing.)
3. As a representative of our school, please know that we must follow all Henrico County rules and that there is **NO USE OF TOBACCO PRODUCTS** allowed on the bus or at any venue.
4. **CELL PHONES** should be used only in the case of emergencies. Please do not allow your children to be unsupervised to game, chat, or text.
5. Electronics are not allowed other than a camera which is the responsibility of the student.
6. Please be sure to be at your assigned session or site at the proper time.
7. **We do not visit the gift shops or vending machines** as they are not part of the curriculum and can create a financial burden on parents as it means an additional cost beyond the price of the trip. It also creates an unfair situation for the children when one child gets to buy something or have something bought for them and others don't. We strongly suggest that if you feel you must buy an item you give it to your child once you have returned to your car at school.
8. Please encourage appropriate bus behavior and good manners in all places. We want the venue to be happy that we visited and that we are welcome to return. All Henrico Code of Conduct rules apply.
9. Please check ahead of time with your teacher to be sure all medications are given to students on time.
10. Please contact the school if you are not able to locate a teacher: **(804) 527-4630**

****Grade levels may add additional guidelines. Please check with your classroom teacher. Once again, thank you sharing your day with us!**

