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 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 for the last three years

⇒ 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 BEHAVIOR
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

Chaperones must be willing and able to share responsibility, especially when faced with emergency situations, and make decisions under stress.

CELL PHONE ETIQUETTE AND RESTRICTIONS
Engaging in cell phone conversation can be distracting. 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.

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.

Signature: _____________________________ Date: ________________
Stone Bridge School
Chaperone Waiver

Waiver of Claims by Participant in an Off-Campus Activity

Name: ____________________________________________________________
Address: ____________________________________________________________________
Telephone: ____________________________

As required by Education Code Section 35330:

Waiver of Claims: State law states that “all persons making the field trip or excursion shall be deemed to have waived all claims against the district (its employees) or the State of California for injury, accident, illness or death occurring or by reason of the field trip or excursion”. (Education Code 35330)

NUVSD Board 6153 defines a field trip as an excursion related to a course of study.

I hereby waive all claims, if any; I may ever have against Stone Bridge School, the Napa Valley Unified School District and the State of California for injury, accident, illness, or death occurring during, or by reason of, the activity or excursion to ________________________________
for the following dates ________________________________

For siblings attending Kinder Hike Days:

I also understand that the conditions of waiver stated above also apply to my minor child who will be accompanying me. Name of Child ________________________________

Signature: ________________________________ Date: ____________________

Person to notify in any emergency:

Name: ____________________________________________________________
Address: __________________________________________________________________
Telephone: ____________________________
Physician’s name: ____________________________
Physician’s address: __________________________________________________________________
Physician’s telephone: ____________________________