



Key Guidelines for Chaperones

1. Final Authority on Field Trips

- Chaperones must respect the plans and authority of all OAKS teachers and staff throughout the duration of the field trip. In this context, parental authority cannot supersede that of the staff.

2. Chaperoning is More Than Attending the Trip

- Chaperones are expected to assist with the supervision and care of all students assigned to them, not just their own child. Chaperones must be willing to actively engage with and supervise other students as directed by the teacher.

3. Chaperone Selection and Participation

- The number of chaperones needed for each field trip varies based on the nature of the trip. Expressing a willingness to chaperone does not guarantee selection. Chaperones will be chosen based on the needs of the trip and at the discretion of the homeroom teacher and administration.
- Only approved chaperones may attend or participate in an OAKS field trip. Individuals who have not been approved as chaperones may not accompany the group or independently attend the field trip location for the purpose of participating in the trip, even if the destination is a public venue.

4. Never Be Alone with a Child

- Always have a second adult or multiple children present.
- If you must speak with a student privately, do so in an open, visible area.

5. Be a Present, Calm Guide

- **Know your group.** Learn students' names and stay aware of their location. Travel together as much as possible.
- **Know the plan.** Familiarize yourself with the itinerary and OAKS policies. A clear schedule helps prevent mischief.
- **Limit phone use.** Chaperones should limit the amount of time they are using their phone so they can engage with the students, other chaperones, and help with supervision.
- **Be visible.** Your presence is the best deterrent to poor choices. Listen, observe, and step closer when needed.

- **Intervene early.** A look, a brief reminder, or a word of praise can redirect behavior before problems escalate.

6. Address Behavior When Needed

- If a student becomes disruptive, give a short, clear correction:
 - “Please stop — that’s not okay.”
 - “You might want to rethink that choice.”
- If needed, have the student stay near you until they are ready to rejoin the group appropriately.
- Students are not allowed to have electronic devices of any kind on OAKS trips, even in their own parent’s vehicles.
- If problems persist, contact the lead teacher. You are not expected to handle major discipline issues alone.

7. Communicate with Leadership

- Stay in contact with the lead teacher for guidance if needed.
- Share key facts and timelines of incidents so leadership can follow up appropriately.

8. Safety When Driving

- Do not text and drive. As much as possible, have another adult handle calls/texts.
- Drive within five miles of the speed limit and set a pace everyone can safely follow.

9. Additional Driving Expectations

- Do not stop for drinks and snacks unless prior arrangements have been made by the teacher.
- Movies are not to be shown on field trips
- If a chaperone wants to play music in their car, only Christian, classical, or children’s music is approved for school trips.

10. Siblings and Non-Enrolled Children

- At times, non-school-aged siblings may be permitted to attend an OAKS field trip; however, attendance requires prior approval from both the homeroom teacher and the school administration.
- School-aged children may not attend a field trip unless they are enrolled as OAKS students in the specific classroom for which the field trip is planned.