As a chaperone, your participation is very important in helping provide a valuable educational experience for students. You can help make the field trip fun and memorable with these basic chaperone guidelines outlined below:

**Responsibilities**

**Stay with your group.** Make sure that you and your group of students stay together while on the field trip.

**Follow the rules.** Adhere to the guidelines and rules set by both your school and the arts organization.

**Avoid cell phone use.** If you need to answer a call, make sure your students are being watched by another chaperone.

**Know the details.** Make sure you know the schedule for the day. Are you meeting at a certain time? Are students allowed to visit the gift shop? When do you need to be back on the bus?

**Siblings and other family members** are not allowed to attend the field trip unless approved by the school and Act One.

**Set an example.** It is your responsibility to ensure students in your group are being polite and respectful. See the behavior guidelines below for more information.

**Behavior Guidelines**

It is your job as a chaperone to ensure that the students in your group are following these basic behavior guidelines:

- Avoid and discourage talking at inappropriate times
- Make sure students use their indoor voice and do not run in the building
- Try not to block the view of other students on the field trip—stand in the back of the tour group, sit on the side of the row, etc.
- Be supportive of teachers/guides/performers by focusing your attention on them and helping students to do the same
- Do not monopolize discussions with the teacher/docent/guide—let students lead conversations
- Be respectful