

Field Trip Guidelines for Sponsors and Chaperones

1. Adequate supervision of students will be provided at all times.
2. The teacher, or staff person, is the ultimate authority while on the trip.
3. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has the primary responsibility for the conduct of the children. Students discipline issues should be referred to the teacher/staff member in charge. Children, who have demonstrated problems with self-control or accepting teacher control, may be excluded from field trips.
4. The teacher/staff member in charge must take emergency cards on each field trip.
5. The "buddy system" or partners are used to assure constant awareness of each child's whereabouts, needs, and ensure participation.
6. If an emergency situation occurs, the teacher/staff members is responsible for notifying the principal and appropriate authorities, by telephone, as soon as possible.
7. During overnight or extended trips, chaperones may not leave the facility or field trip destination without permission from an administrator/teacher/staff member.
8. No consumption of alcohol, use of tobacco, or any other illicit drug by any adult during a field trip involving school-age children is strictly prohibited.
9. Adults must refrain from smoking in the presence of students.
10. Students will not be permitted to leave the field trip group unless parents make prior arrangements with the teacher.
11. If students arrive to school after school hours, teacher/staff member in charge will make provisions for their safe/secure departure from school ground, i.e. In the care of a parent or guardian or other responsible adult.
12. Chaperones must adhere to field trip schedule. Any deviation from the schedule must be brought to the teacher/staff member immediately.
13. All teachers, or field trip organizers, must provide the school office with their chaperone list, which includes student groups and contact numbers.
14. Chaperone/volunteer must complete all paperwork within 14 days prior to the field trip. Only chaperones/volunteers with completed paperwork on file will be able to attend field trips.

I have read, understand, and will follow the chaperone guidelines.

Signature

Date