

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 Howell Public Schools Student Code of Conduct is in effect for all field trips. The teacher has primary responsibility for the conduct of the children. Student 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. No other family members or friends may go on the field trip (i.e., no preschoolers or other brothers and sisters). If other adults wish to go on the field trip, permission must be obtained from the administrator. All adults will be classified as chaperones.
5. The teacher/staff member in charge must take emergency cards on each field trip.
6. The buddy system or partners are used to assure constant awareness of each child's whereabouts, needs and participation.
7. If an emergency situation occurs, the teacher/staff person is responsible for notifying the principal and appropriate authorities, by telephone, as soon as possible.
8. During overnight or extended trips, chaperones do not leave the facility or field trip destination without permission from an administrator/teacher/staff person.
9. There shall be no consumption of alcoholic beverages by any adult during a field trip involving school-age children.
10. Adults must refrain from smoking in the presence of students.
11. Students will not be permitted to leave the field trip group unless the parents make prior arrangements.
12. If students return to the school from a trip after school hours, the teacher and the principal shall make provisions for their safe/secure departure from school ground, i.e., in the care of a parent or guardian or other responsible adult.
13. In case of an emergency, the chaperone shall immediately contact the teacher/staff person who will take appropriate action.
14. Chaperones must adhere to the schedule. Please have a reliable watch. Any deviation from the schedule must be brought to the attention of the teacher/staff member immediately.
15. The chaperone must have on file with the school an affidavit stating that he/she has no previous convictions nor "no contest" pleas to any felonies or criminal sexual conduct.
16. Prior to beginning of the trip, bus driver(s) shall have complete lists of passengers, and chaperones will have a list for which they are responsible. Sponsors of the trip will have a complete roster of all and their assignments.
17. All teachers must provide the bus driver and the school office with their chaperone list, which includes student groups.

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

Signature

Date