

Exhibit D

Field Trip Chaperone Guidelines and Responsibilities

Dear Parent/Guardian,

Thank you very much for giving your time and support. We believe that field trips provide a valuable educational experience for our students. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared the following guidelines to provide information about volunteering as a field trip chaperone.

Guidelines for Volunteer Chaperones

Before the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. The following guidelines must be adhered to by the Chaperone. Failure to do so may result in expulsion from the field trip. Please sign and return the “Field Trip Chaperone Agreement” prior to the field trip.

1. All school rules apply on school sponsored field trips. Field Trip Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The chaperone will follow the trip plan developed by the teacher.
2. Students must be supervised at all times while at a school sponsored event. As a Field Trip Chaperone, you will assist school staff with supervising students. For the protection of both the student and the Field Trip Chaperone, chaperones should not be alone with a student at any time, for example in a restroom.
3. Field Trip Chaperones may not use or possess weapons, alcohol, drugs, tobacco, tobacco-related products, or any other substances as identified in board policy (see Code of Student Conduct and Drugs, Alcohol and Tobacco board policies).
4. Field Trip Chaperones may not administer any medications, prescription or nonprescription, to students. Exceptions to this rule may be made with the approval of the school principal and school nurse.
5. Field Trip Chaperones may not use a cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
6. Eating and drinking are not permitted outside of designated areas and predetermined times. There is no eating or drinking on the school bus.
7. Field Trip Chaperones may not bring siblings or other family members on the field trip.

If you have questions regarding these guidelines, please speak to the teacher or the principal.

FIELD TRIPS (exhibit d continued)

Field Trip Chaperone Agreement

I, _____ have received a copy of the “Field Trip
(please print first/last name)
Chaperones Guidelines and Responsibilities.” I understand the role of a Field Trip Chaperone, and
will comply with the guidelines and responsibilities outlined therein.

Signature

Date

In the event that I have a personal emergency while chaperoning, please contact:

Contact Name

Daytime Phone Number

Relationship

Additional Phone Number