

Protocol for Field Trips

Chaperone Responsibilities

- Chaperones are to keep their assigned group together at all times.
- Pair up students so they are responsible for their partner keeping together with the group.
- If one student has to use the bathroom, the entire group has to go to the bathroom area.
- Any student who is not behaving or following rules should be reported immediately to the classroom teacher.
- After each change of site, a head count should be taken.
- Adhere to the schedule.
- Remain with your group during presentations, lunch, and bus departure.
- Do not treat your child differently than the others in your group.
- For parent drivers: the children assigned to you must remain with you until the classroom teacher is present. Do not dismiss the students upon arrival back at school.
- Chaperones are not to purchase items for students or make other arrangements during the trip.
- Do not purchase items for your child that others are not allowed to buy.
- All chaperones are responsible for bringing cell phones and keeping them on vibrate during the trip. Chaperones must provide classroom teachers with their cell numbers prior to the trip. Personal calls and texting should not be done while supervising the students.
- All chaperones must ride the bus with their class.

Teacher Responsibilities

- Schedule the parents.
- Complete the required paperwork at least 2 months before the trip so Board of Education approval can be obtained.
- Make necessary arrangements with the Administrative Assistant for a bus.
- Make necessary arrangements with parent drivers.
- Select responsible individuals as chaperones.
- Conduct periodic checks throughout the day to make sure everyone is accounted for.
- Give specific directions to the children on what to do if they are separated from the group. Establish a meeting site.
- Have the school cell phone or personal cell phone available and give the number to the other teacher.
- All permission slips must be in two days prior to the date of the trip. There will be no phone calls made the day of the trip for a permission slip.
- Take a head count at lunch and on the bus prior to leaving.
- Any incident should be reported immediately to the principal upon returning to school.
- Teacher should call parents of any child involved in an incident upon returning.
- Do not schedule time for souvenir shops.