

11. Pay careful attention to your group's schedule. Look for any specific activity times and arrive promptly in order to participate in the lesson/activity/presentation. Groups must not leave the designated trip location
12. Please ask questions if you have concerns as to what should be done in a given situation. Teacher directions must be followed at all times. Please speak to the teacher privately if you have any concerns.
13. The chaperone shall have the right to turn a student over to the police or juvenile authority when, in their judgment, they are unable to control the student or the student presents a danger to others and/or him/herself.
14. It shall be the responsibility of the chaperone(s) to immediately notify the trip coordinator and/or the building principal and the responsibility of the building principal to immediately notify the parent(s)/guardian(s) if the student is having medical problems, being returned to the District, being held by the police or involved in an accident. It is the Principal's responsibility to immediately notify the Superintendent.
15. It shall be the responsibility of the chaperone(s) to inform the trip coordinator if a student is using or is under the influence of alcohol and/or illegal drugs. The decision of the Trip Leader in these matters shall be final.
16. If a student leaves the group without authorization and cannot be located immediately or will not willingly return to the group, the chaperone(s) shall immediately contact the police, as well as, the trip coordinator who will notify the building principal.
17. While riding on the bus, chaperones are responsible for their group. Please sit with your assigned group, both to and from the trip destination. If driving your own vehicle, you should know how to get to the trip destination or must be able to follow the bus.

Chaperone Guidelines for Overnight Stays

- ❖ In the event a chaperone volunteers for a field trip that is extended for overnight stay, provisions to ensure the safety and well-being of all participants shall include:
- ❖ A teacher, nurse, and/or chaperone assigned the responsibility for maintaining emergency contact and medical information for participating students and adults must keep this information secure and readily available.
- ❖ No chaperone shall stay in a room alone with a student unless the chaperone is the student's parent or legal guardian.
- ❖ Only same gender students shall share a room. Students are also required to remain in their assigned rooms at curfew times
- ❖ Chaperones will cooperate with the plans made by the trip coordinator to account for weather delays, illness and/or vehicle emergency.
- ❖ Chaperones will organize a system communicating and performing student counts with the teacher(s).