

CHAPERONE EXPECTATIONS & FORM

GATEWAY REGIONAL SCHOOL DISTRICT

Dear Parents,

Since field trip “season” is upon us, I wanted to give parents a brief reminder of some of our district policies and procedures regarding field trips.

- As Volunteers of the GRSD, chaperones must sign a volunteer agreement (annually - located on the volunteer webpage).
- All chaperones must have a valid CORI and a Fingerprint-Based Criminal History Record Information Check (for overnight field trips) on file with the School.
- Chaperones must also complete a Chaperone Expectation Agreement indicating that they are aware of their duties and responsibilities.
- Students may only attend field trips if they have submitted a written permission form and updated health record.
- Parents who attend a field trip, but are not a chaperone, must follow all of the field trip rules and regulations.
- Parents who attend a field trip and would like to leave directly from the field trip site with their child must request and complete the “Permission to Release from Field Trip” form. This must be done prior to the actual trip. (At the time that the child is released to the parent’s custody, the parent will initialize the completed form to document actual transfer of responsibility.)
- Field trips are considered extensions of the school environment, thus all rules and regulations stated in the Student Handbook apply to field trip sites.

We realize that sometimes there seems to be numerous rules and regulations to follow. However, your child’s safety and well being are most important to us. Thus, we are willing to take whatever measures necessary to ensure that all students and field trip participants are safe during field trip events.

We truly appreciate your participation in our field trips. Thank you for your cooperation in making these events successful learning experiences for our children.

Chaperone Expectation Agreement

Gateway Regional School District

1. The purpose of having chaperones with us on a trip is to help us insure the well being and safety of our students. As a chaperone, you will be assigned a small group of children to supervise. These students must remain with you the entire duration of the field trip.
2. All field trips are an educational extension of our school curriculum. Therefore, all students are expected to follow our school and classroom rules on any trip. It is imperative that we, the adults, be the role models for these children. We need to remember that young people look to us and at us for role models. The way we look, talk and act are a reflection of what WE expect of our children.
3. Also, because a chaperone's job is supervision, we cannot allow any siblings to attend our field trips.
4. Chaperones must also complete a Chaperone Expectation Agreement indicating that they are aware of their duties and responsibilities.
5. It is the policy of the district that anyone helping in the school or on field trips must fill out a CORI (Criminal Offender Record Information) and complete a Fingerprint-Based Criminal History Record Information Check (only for overnight field trips) prior to attending. It takes a couple of weeks to process the CORI form and get the official notification. FBI finger print checks must be done through the state of Massachusetts and require electronic fingerprinting. Please allow yourself enough time. CORI forms are available in the school office.
6. The **NO SMOKING** rule for Massachusetts school grounds is extended to our field trips as well.

I understand and agree to the above responsibilities as a chaperone representing the Gateway Regional School District

Signature: _____ Date: _____