

SCHOOL DISTRICT OF ASHLAND

FIELD TRIP PLANNING PACKET

**FOR EXTENDED FIELD TRIPS
OF 5 OR MORE DAYS**



September 2010

SCHOOL DISTRICT OF ASHLAND
Extended Trip Request/Approval Form

School: _____

Submit form to principal for approval.

Date submitted: _____

Group:		
Teacher/Coach/Advisor:		
Event:		
Number of Students:	Number of Students Needing Special Provisions List special provisions:	Number of Staff:
Other Chaperones (list):		
Destination:		
Purpose:		
Dates of Trip:		
Departure Date/Time:		Return Date/Time:
Transportation Needed: <i>Check all that apply</i>	Air	Charter Bus
	School Van	Rental Van
	Other (specify)	
Will this be a combination trip with another school?	Yes (Indicate school)	No
Cost of trip per student:		
Will school funding of any kind be used?	Yes (Explain)	No
Name/address of agency (if any) involved in trip arrangements:		

Principal Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

Please fill out the following if payment for this trip request will be made by the district. This includes fund raisers which will be paid out of activity accounts.

Activity Account	Fund	Location	Object	Function	Project

Building Budget	Fund	Location	Object	Function	Project

EXTENDED FIELD TRIP CHECKLIST

	Date Completed
Planning of field trip (including financial planning for trip and identification of appropriately licensed transportation providers)	_____
Proposal submitted to principal	_____
Response by principal	_____
Proposal submitted to superintendent or designee	_____
Response by superintendent or designee	_____
Initial letter to parents/guardians	_____
Solicitation of participants and chaperones	_____
Background check of chaperones	_____
Parent orientation meeting (for extended/ out-of-state/out-of-country field trips)	_____
Information packet to parents (including itinerary, expenses, list of chaperones, rules and regulations, and required forms)	_____
Orientation meeting for chaperones	_____
Information packet to chaperones (including itinerary, expenses, list of chaperones, rules and regulations, and required forms)	_____
Signed forms back from parents/guardians and from chaperones	_____
Information packet to principal (includes all information in the information packet to parents plus student list form and chaperone forms) <i>Must be turned in prior to departure of field trip.</i>	_____

FORMS:

Signed: _____

Date: _____

GUIDELINES FOR EXTENDED FIELD TRIPS

General Guidelines

1. The extended field trip must be educationally-based and connected to the curriculum, and provide an opportunity for reflection and assessment upon completion.
2. Individuals planning field trips are discouraged from using extensive school time and are encouraged to plan such field trips during school vacation weeks or weekends unless special justification is provided evidencing sound educational and curriculum relevance for using school time.
3. School-sponsored field trips are a privilege, not a right.
4. Students who choose to participate in an extended field trip must identify and make up any schoolwork that may be missed as a result of participation in the field trip.
5. Student safety and supervision are of the utmost concern on any school field trip.
 - a. Students must carry identification with them at all times. With respect to out-of-country travel, students must carry their passports at all times for identification.
 - b. Students are subject to the authority of the teacher-chaperone(s) at all times and must comply with rules and codes of conduct of the School District of Ashland and any rules of conduct promulgated by the organizers and chaperones of the field trip.
 - c. Students are expected to take part in all planned group activities unless excused by the teacher-chaperone(s). Additionally, all students must leave and return with the group on all field trips or school-sponsored trips unless the student is leaving or returning with his/her own parent/guardian or the student's parent/guardian has signed a written waiver granting permission for the student to leave or return from the field trip or school-sponsored trip by himself/herself.
 - d. If a student is involved in any criminal activity while on a trip, whether as a victim or as an alleged perpetrator, the student's parents/guardians will be notified immediately.
 - e. If a student requires medical attention while on a trip, the student's parents/guardians will be notified immediately.
 - f. If a student is to be sent home early due to unacceptable conduct, the parent/guardian of the student must be notified prior to the student being sent home. The School District of Ashland is not responsible for any expense incurred as a result of a teacher/chaperone(s)' decision to send a student home earlier than the scheduled return date or time due to the student's unacceptable behavior.
6. Principals are responsible for ensuring that appropriate support staff is available so that children with disabilities are not excluded from participation in any field trips.

Approval Process

All field trips and school-sponsored trips must be approved in advance by the principal and superintendent, if applicable, according to the following process:

1. Staff member submits proposal for extended field trip to the building principal. The proposal must include the following:
 - a. Dates of proposed trip
 - b. Destination(s)
 - c. Detailed itinerary for proposed trip
 - d. Educational rationale for proposed trip
 - e. Estimated number of students that will be participating in trip
 - f. Estimated number of chaperones that will be on trip
 - g. Projected costs and expenses for proposed trip
 - h. If fund raising will be used and what the fund raising will be
 - i. Additional supporting documentation related to proposed trip

A complete copy of the Extended Trip Request/Approval Form (see copy of attached form) also must be submitted with the proposal.

2. The principal reviews the proposal. When the principal approves the proposal, a copy of the proposal along with the principal's written recommendation will be submitted to the superintendent or his/her designee.

It should be noted that approval of all extended field trips is conditional. Approval for any field trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip in the interest of the safety of the students and staff of the School District of Ashland. The School District of Ashland will not be responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.

3. Request for any extended field trip must be submitted and approved at least two months prior to the proposed start of the trip. Requests for any out-of-country trip must be submitted and approved at a minimum of 6 months prior to the proposed start of the trip.
4. Upon approval of a proposed extended/ out-of-country field trip, there must be a meeting of all students, parents/guardians and chaperones. At the meeting parents/guardians must be informed of the rules of the trip as well as other pertinent information, including without limitation that the approval of all field trips are conditional, and that the approval for any trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip in the interest of the safety of the students and staff of the School District of Ashland. Students, parents/guardians and chaperones also must be informed that the School District of Ashland will not be responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.

Student Participation

1. Participation in a field trip is a privilege, not a right. A student may not be allowed to participate in a field trip if he or she is serving a suspension, expulsion or other form of exclusion from school due to violations of the school district policies.
Additionally, a student's behavioral performance may be taken into account in order to ensure the health, safety and welfare of other students participating in the extended field trip unless, as determined by the principal the field trip is an integral part of the curriculum for that particular grade level. This exception should be not construed as prohibiting the principal from imposing behavioral expectations or restrictions in connection with the student's participation on a field trip or school-sponsored trip (e.g., student's parent/guardian must serve as a chaperone or student must stay with a specific chaperone or group of students during the field trip).
2. While on an extended field trip all school handbook rules apply as well as all rules set forth in the School District of Ashland policy manual.
3. No student should be permitted to participate in a field trip unless the following signed documentation has been received:
 - a. Parent permission slip
 - b. Parent medical information form
 - c. Student absence request
 - d. Responsibility Contract
 - e. Assumption of Risk and BehaviorVerbal permission or faxed documents are not acceptable for overnight/out-of-country field trips. Forms must have an original parent/guardian signature.

4. No individuals should be permitted to serve as chaperones on an extended field trip unless he/she has successfully completed a criminal background check. All forms requesting chaperones should include the following statement: It should be noted that approval of all extended field trips is conditional. Approval for any field trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip in the interest of the safety of the students and staff of the district. The School District of Ashland will not be responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.
5. Students and their parent/guardians will be held responsible for any damage done to hotels, rental properties, real property or personal property by the student during a field trip or school-sponsored trip. Parents/guardians must agree to pay for any damages that may be done by their son/daughter and/or aid school officials in collecting money necessary to do so.
6. If a student will need to be administered prescription medication or epinephrine during a field trip, then the principal shall ensure, in accordance with district policy, that the proper forms have been secured.

SCHOOL DISTRICT OF ASHLAND
Student Absence Request for Extended Trip Travel

The student named below will participate in an approved school trip. Please sign this form to acknowledge that you are aware of the student's participation which may include missing school days.

Student's Name: _____

School: _____ Grade: _____

Name of Trip: _____ Destination: _____

Number of school days missed: _____ **From:** _____ / _____ / _____ **to** _____ / _____ / _____
Mo Day Yr Mo. Day Yr

<u>Subject</u>	<u>Teacher's Name:</u>	<u>Teachers' Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Principal's Signature: _____

I, _____, understand that it is my responsibility to make up any work that I miss from any class due to my participation in this trip.

Student's Signature

Parent's Signature

Date

Date

SCHOOL DISTRICT OF ASHLAND
Responsibility Contract for Overnight Field Trips

It is a privilege for you to participate in the district-sponsored trip to _____. Because this trip is part of the district's educational program, it is imperative that you adhere to the code of conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the School District of Ashland.

I agree to:

1. refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel or self-medication and/or possession are properly authorized;
2. refrain from the use of tobacco in any form;
3. sleep in my assigned room and be in the room at any time designated by a chaperone;
4. adhere to the rule that no males are allowed in females rooms or females in males rooms at any time;
5. not allow any outsiders in my room unless approved by a chaperone;
6. keep my assigned chaperone advised of my whereabouts at all times;
7. attend all mandatory activities and meal functions;
8. adhere to all established curfews;
9. conduct myself in such a manner as to bring pride to myself, my family, my school, and my community;
10. adhere to any established dress code;
11. allow my luggage and/or personnel belongings to be inspected at any time by any chaperone;
12. comply, throughout the trip, with all instruction directed to me and/or the group by a chaperone or staff member;
13. report any activity that may affect the health, safety or welfare of any person.

All trip leaders are required to review the policies and penalties for any violations. Student participant and parent(s) are to initial below that each policy was clearly explained to them.

	Student	Parent
Student conduct	_____	_____
Student use of tobacco products	_____	_____
Alcohol, other drugs	_____	_____
Weapons policy	_____	_____

Student's name (print): _____ Student's signature: _____

Parent/guardian signature: _____ Date: _____

If a problem arises that is serious enough in nature to warrant the below-named student's removal from the travel group, we (the student and the parent/guardian) agree to bear any and all additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general district policies.

The administration reserves the right to deny the participation of any student on any extended field trip. Denial will be based upon a record of inappropriate behavior, and/or poor attendance pattern, and/or any prior threats of risk or harm.

School District of Ashland
Bylaws & Policies

5500 - STUDENT CODE OF CLASSROOM CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as FaceBook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board through approval of the school's student handbook.

Sec. 120.13, Wis. Stats.

Sec. 118.164, Wis. Stats.

Sec. 118.13, Wis. Stats.

Wis. Admin. Code P.I. 9.03

Wis. Admin. Code P.I. 41

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Revised 7/19/10

Revised 3/21/11

School District of Ashland
Bylaws & Policies

5512 - USE OF TOBACCO BY STUDENTS

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

Accordingly, the Board prohibits students from using or possessing tobacco in any form including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

120.12(20), Wis. Stats.

254.92, Wis. Stats.

20 U.S.C. 6081 et seq.

U.S.D.O.E. Memorandum, 1995

20 U.S.C. 7182

20 U.S.C. 7114

School District of Ashland
Bylaws & Policies

5530 - DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools.

Professional staff members are not liable for referring a student to law enforcement or for removing a student from school premises or from participation in a school-related activity for suspicion of possession, distribution, or consumption of any alcoholic beverage or controlled substance.

The District Administrator shall establish administrative guidelines necessary to implement this policy.

18.24(2)(f), 118.257, 125.09(2), Wis. Stats.
Drug-Free Schools and Communities Act of 1986 as amended
10 U.S.C. 3171 et seq., 3224A

School District of Ashland
Bylaws & Policies

5772 - WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as part of a presentation or theatrical props used in appropriate settings).

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

120.13(1), Wis. Stats.
18 U.S.C. 921(a)(3)
20 U.S.C. 7151

**SCHOOL DISTRICT OF ASHLAND
Assumption of Risk Waiver & Release**

Event _____

Location/Destination _____

Beginning on _____ Returning on _____

Name of student (PRINT) _____

Address (PRINT) _____

city/state

zip

phone

I understand that there may be inherent risks, dangerous conditions or harmful consequences of my participation in the field trip to _____.

I further understand that there are both known and unknown risks. I acknowledge that although the School District of Ashland has made every reasonable effort to insure my safety there are unavoidable risks involved in any activity of this type.

I accept full responsibility for my student's safety and well-being by participating in this activity and I understand that I am giving up specific legal rights by signing this document.

I do hereby agree to hold the School District of Ashland, its employees and affiliates, harmless and indemnify them from any and all liability, loss, damages, costs, or expenses which may be sustained or incurred by me as a result of my participation in this activity.

I acknowledge that I am solely responsible for any medical, hospital, or other costs arising out of any bodily injury or property damage sustained through my participation in this voluntary field trip.

I have read and executed this document with full knowledge of its significance, and I understand that I may not participate without this signed release.

Name of Parent (print)

Date

Signature of parent

Signature of student

SCHOOL DISTRICT OF ASHLAND
Chaperone Guidelines for Extended Field Trips

The School District of Ashland authorizes the use of chaperones during activities, function and events organized by the district. The chaperone guidelines include, but are not limited to, the following:

1. All chaperones must fill out this application prior to the scheduled trip and are subject to background and criminal history checks. Chaperones must be approved in advance by the building principal and must be assigned to a designated employee.
2. Chaperones are to be used only in an auxiliary capacity, under the direction and supervision of the designated district employee and may not be used as a substitute for the district employee.
3. Chaperones who do not work for the School District of Ashland are considered volunteers and shall not be considered employees of the district for any purpose. Chaperones are not compensated for their services and receive no employment or other rights with the district as a result of their service.
4. Chaperones are to comply with all laws and district policies, rules, and regulations.
5. Parents who accompany their children as field trip chaperones must allow students to be governed by school rules and provisions of the School District of Ashland code of conduct.
6. Chaperones shall not possess, consume, use, distribute, or be under the influence of alcohol, tobacco, or drugs at any time while acting as a chaperone.
7. Chaperones must assume a full-time commitment to their responsibility and must follow these guidelines the entire trip.
8. Chaperones may be expected to monitor students in shifts during the night, as designated by the trip coordinator.
9. Chaperones will be assigned to rooms on the same floor as and in close proximity to student rooms.
10. Chaperones may enter student rooms at any time.
11. Student misconduct observed by or reported to a chaperone must be immediately reported by the chaperone to a district employee for handling. Corporal punishment by district employees, volunteers, chaperones, etc. is strictly prohibited.

I hereby request to be a volunteer chaperone for the School District of Ashland. I have read, understand, and agree to abide by the above guidelines. I hereby release the district from any damage or liability in connection with or resulting from my services as a volunteer chaperone.

Printed name**

Date

Signature

Driver's License #

Date of birth

Social security number

**My signature above authorizes the School District of Ashland to conduct a background check using any records maintained by the State of Wisconsin or other sources. All chaperones are subject to a criminal background check.

IN THE EVENT THAT I HAVE A PERSONAL EMERGENCY, PLEASE CONTACT:

Printed name

relationship

daytime phone

**SCHOOL DISTRICT OF ASHLAND
Extended Field Trip/Medical Permission Slip
Medication/Treatment Order**

THIS SIDE TO BE COMPLETED BY AUTHORIZED HEALTH CARE PROVIDER

Dear Health Care Provider:

Your patient will be participating in an approved trip to _____ from _____ to _____. There will not be a nurse in attendance on this trip. If you have any concerns about your patient's health needs on this trip, please contact the coordinator of the trip _____ at (715) 682- _____.

Please indicate below any treatment/prescription and/or over the counter medication that your patient is currently taking and will need to continue to take while on the trip. This form must be returned two weeks prior to the trip date to provide for planning and staff training.

Student's name

Date of birth

To be completed by the physician

Medication/Treatment	Dosage/Frequency of Administration	Circumstances/Symptoms for Administration	Diagnosis

_____ Student may carry and self-administer medication.

This self-administered medication is: _____

Signed by prescribing health care provider: _____ Date: _____

To be completed by designated school personnel

Medication/Treatment	Date/Time Medication Given	Date/Time Medication Given	Date/Time Medication Given	Signature of Designated Personnel

Signed by designated school personnel: _____ Date: _____

↓ over

OVERNIGHT OR OUT-OF-STATE RELEASE OF LIABILITY AND HOLD HARMLESS

I, _____, agree to follow the rules for this trip as set forth by the teacher and chaperones. I understand that disobeying the trip rules could result in discipline which may include being sent home immediately at my parents' expense.

I, _____ affirm that my student understands the trip rules and I agree with what has been set forth. I understand that I will be called if rules are broken and take full responsibility if my student has to be disciplined. I understand that any student disciplined may be sent home immediately at the expenses of the students' parents if the trip leader deems it necessary. I understand and agree that during the trip my student will be, at times, without direct supervision. I agree to defend, release from liability and hold harmless the school district, chaperones, employees and volunteers from any and all claims and liabilities arising out of this trip, except those which result from the sole negligence of the district.

_____ Date _____
Student Signature

_____ Date _____
Parent/Legal Guardian Signature

Date

Dear Parents:

Prior to finalizing the details associated with a possible extended field trip that would involve your child, I would like you to be aware of the tentative plans and seek your response and recommendation regarding the proposed activity.

The attached information is preliminary; however, it should provide you with enough information to indicate your level of support for the activity.

This activity will only proceed to the next stage if there is parental support. If there is parental support, the planning will continue and superintendent approval requested. You will be kept informed of the details throughout the process. If there is not parental support, the planning will be discontinued.

Sincerely,

Date: _____

Dear Parents:

RE: FIELD TRIP PRELIMINARY PLANS

Purpose of trip: _____

Destination: _____

Departure Date: _____ @ _____ am pm Return Date: _____ @ _____ am pm

Grade/Group Involved: _____ No. of Students: _____

No. of Chaperones: _____ Mode of Travel: _____

Estimated Cost of Trip: Transportation: _____ Accommodations: _____

Meals: _____ Other: _____

TOTAL: \$ _____

Source of Revenue: _____

Estimated Cost per Student: \$ _____

Based upon the above information:

~ Are you in support of the organizers proceeding with the planning for this activity?

Yes: _____ No: _____

~ If the activity proceeds, are you prepared to cover the estimated cost?

Yes: _____ No: _____

~ If you are in support of this activity, what suggestions would you offer that would help to ensure it is highly successful? _____

Parent/Guardian Signature: _____ Date: _____

Please return the completed question section to _____ at _____ school.

_____. If this portion is not returned, it will be assumed you do not support this activity. If you require additional information, please do not hesitate to contact _____

at _____.

Thank you for your response.

Guidelines for Volunteer Field Trip Chaperones

Thank you for your support! The School District of Ashland believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that district sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone - Because student safety is paramount concern, the district conducts criminal background checks on all school volunteers. To accomplish these, volunteers are required to fill out a background check form.

Guidelines for Volunteer Chaperones - Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member.

1. All school rules apply on district-sponsored events. Chaperones are expected to comply with district policies, follow the directions given by the district's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with district policy, during district-sponsored events, chaperones:
 - ~ may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - ~ may not use tobacco in the presence of, or within the sight of, students
 - ~ may not possess any weapon
 - ~ may administer medications (prescription or non-prescription) to students only with direction from the supervising staff member
3. Students must be supervised at all times while at district-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times, Go over the use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in no extra activities no pre-approved by administrators and parents.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Family members or friends of a chaperone may not participate in a district- sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
7. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, series breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

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

_____ printed name

_____ relationship

_____ daytime phone

I acknowledge that I have received the copy of Guidelines for Volunteer Field Trip Chaperones, have read these guidelines, and agree to comply with the guidelines as a school volunteer.

NAME: _____
Printed name

DATE: _____

NAME: _____