

# SIGN AND RETURN TO TEACHER BY \_\_\_\_\_



Dear chaperone,

First, We want to personally thank you for volunteering to drive and/or chaperone on one of our field trips. Field trips are such a special part of the school experience, and we simply could not do them without parents that are willing to sacrifice their time to assist teachers and be with our students. As our school grows, it is more and more important that we communicate clearly with parents and students about school events, so we want to take a moment to share our chaperone & transportation guidelines. We ask that you read these guidelines thoroughly, then sign and return to the teacher before the field trip day.

Soli Deo Gloria,

*Mrs. Sowers and Mrs. Mettschey*

## CHAPERONE GUIDELINES

**Chaperone's Role:** The Trip Leader (faculty) is the authority on the field trip. A chaperone's role is to be an assistant to the Trip Leader and other teachers present. Therefore, chaperones will need to focus solely on the students under their care and are to follow the instructions of the Trip Leader. Chaperones are to assist the Trip Leader with any behavioral issues, escort students where they need to go, and help the Trip Leader in any way he/she requests. The same behavior that is expected at Grace Academy is expected on field trips. Because it is important that our chaperones are committed to actively monitoring their assigned students, there are **no siblings allowed** on field trips.

**Chaperone Cell Phones:** Chaperones should carry their cell phones and keep them turned on for the duration of the trip. All chaperones and teachers will have one another's phone numbers. A field trip driver may **not** use a cell phone while driving. This includes both talking and texting. However, if a driver has the capability to use a Bluetooth device, that is permissible. In the event another chaperone or teacher calls, the driver must give the phone to a chaperone in the vehicle or to one of the students to answer.

**Media:** A driver or chaperone may play Christian or classical music in the vehicle. For longer trips, the Trip Leader may authorize or provide a movie to watch while traveling. The Trip Leader must request Administration's approval for any such movie at least one week prior to the field trip.

**Driving:** Drivers are expected to obey all traffic laws and speed limits. Given that Grace field trips typically involve multiple vehicles, the usual plan is to drive in a caravan. However, this often proves infeasible, especially on long trips, so each driver should be prepared to continue to the destination without following another vehicle. *Unless the Trip Leader arranges or approves, drivers are not to make additional stops.* They are to follow the trip itinerary as communicated. Grace Academy does not allow 15 passenger vans to be used for any transportation purposes.

**First Aid/Medication:** The Trip Leader will carry a first-aid kit and student prescription medications, and the teacher will administer all medications.

**Student Electronic Devices:** Students may not use any electronic devices while on a field trip, and it is each chaperone's role to assist the teacher in enforcing this policy. Such devices include, but are not limited to, cell phones, music devices, gaming systems, and e-readers. There may be instances that allowances are made, but those will be clearly communicated by the teacher prior to the trip. Otherwise, these items are off limits on Grace Academy field trips.

### **Souvenirs/Treats:**

If a chaperone wishes to purchase treats, food, or souvenirs for any student (including their own), they must get teacher permission and purchase for every student in attendance.

## TRANSPORTATION SAFETY GUIDELINES

### Student Safety

1. Seat belts – all passengers must wear both lap and shoulder belts at all times. Also, only one child is permitted per working seat belt.
2. Child passenger safety seats – State law requires that any child younger than 8 years of age be restrained in an approved child passenger safety seat unless the child is at least 4 feet, 9 inches in height.
3. We follow the national recommendation from the American Academy of Pediatrics that no child under the age of 13 will be allowed to ride in the front seat of a vehicle.

### Non-serious injuries procedure

If the Trip Leader is not readily available for consultation, call

1. Grace Academy at **512-864-9500**.
2. After school office hours, call Kristin Sowers, Head of Grammar School, at **512-773-3675**.

### Serious injuries procedure

1. **Call 911 immediately.**
2. Notify the Trip Leader.
3. The Trip Leader must call (or delegate someone to call):
  - a. Grace Academy at **512-864-9500**.
  - b. After school office hours, call Kristin Sowers, at **512-773-3675**.
4. The Trip Leader will call (or delegate someone to call) the student's parents to report the illness or injury. If the parents are unavailable, call the emergency contact listed on the Class Directory located in the orange field trip folder.

### Automobile accident procedure

1. Keep your vehicle at the scene of the accident until law enforcement officials release it and you.
2. **Call 911 immediately.**
3. Notify the Trip Leader.
4. The Trip Leader must call (or delegate someone to call):
  - a. Grace Academy at **512-864-9500**.
  - b. After school office hours, call Kristin Sowers, at **512-773-3675**.
5. Students' safety is the priority, so move them to a safe location away from traffic.
6. Call your insurance company and follow their additional instructions.
7. Obtain a copy of the Police Accident Report and return it to Grace Academy.
8. If your vehicle is disabled, please notify Grace Academy and the Trip Leader. Another vehicle will be sent to your location to transport the students to their destination.

### Automobile accident with injuries procedure

1. Follow the accident procedure above.
2. The Trip Leader will accompany the injured student(s) to the hospital and notify the student's parents or emergency contact if the parents are unavailable.
3. Remaining vehicles are to return to Grace Academy.

I have read and agree to abide by the CHAPERONE and TRANSPORTATION SAFETY GUIDELINES.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_