

FIELD TRIP CHAPERON
Howard County Public School System

Dear Parents:

We appreciate your willingness to help chaperone this field trip. Without your assistance, this trip would not be possible. To assist us in making this an enjoyable, as well as educational experience for all, we have established guidelines for all field trips.

Listed below are the guidelines for chaperons:

- Chaperons should **immediately** alert the teacher-in-charge, other teacher, or teacher's assistant under the following circumstances:
 - Child becomes ill or injured;
 - Child reports feeling ill or injured;
 - Child becomes unmanageable in any way.
 - Child's behavior makes the chaperone feel uncertain or uncomfortable.
 - Child will not stay with the group.
 - Child becomes lost.
 - Another chaperon seems to be having difficulty dealing with a child or group of children.
- **The staff member will then take appropriate action, including putting the child under staff supervision.**
- Buying souvenirs will **not** be allowed. Students may not buy souvenirs and chaperons may not buy souvenirs for students. (Exceptions may only be made with the permission of the principal- **IN ADVANCE** of the field trip – if provisions can be made for every child to buy a similar type of small souvenir.)
- Buying snacks/food/drink will not be allowed by students or chaperons unless provisions have been made in advance for **EVERY** child to buy a similar type of food item or unless the purchase of snacks/food/drink are included in the previously announced meal arrangements for this field trip.
- Chaperons must supervise student bathroom stops for safety reasons. Chaperons must be within eyesight and earshot of any bathroom while in use by a student. Students may not be sent to bathrooms on their own without supervision.
- Chaperons must make regular eye contact with every student in their group and groups must stay together at all times. Every student should be under the direct supervision of an adult at all times. Any student who cannot follow this rule should be taken to a staff person immediately.
- Chaperons should conduct frequent "head counts" of their assigned group. Teachers should ask chaperones for a "head count" on the bus at the beginning of the trip and prior to the departure of the bus for the return to school.
- As some students may have food allergies, students should not share food with one another and chaperons should not share food with students.
- Chaperons should dress appropriately for the destination and weather conditions.
- Chaperons must follow all Howard County Public School Policies.
- If possible, chaperons should bring cell phones, and provide the contact number to the teacher-in-charge to assist in communication between student groups during the field trip

Thank you for your willingness to assist us. We hope you have a great field trip experience.

I understand that the Howard County Public School System shall not be held responsible for my injury and/or loss of my personal property due to my voluntary involvement in an activity that is not required as part of my responsibilities as a chaperone.

The responsibilities of a chaperon can be demanding both mentally and physically. Monitoring students, time restrictions, walking distances, standing for periods of time, and climbing stairs are examples. If you have any, or potential, limitations that may prohibit or minimize your ability to carry out the responsibilities of a chaperone, please discuss this with the field trip leader prior to the trip. The information provided will assist in the planning process. Reasonable accommodations, if necessary, will be considered.

Remember your safety and health is important too!

The Howard County Public School System provides liability insurance coverage for claims that may be filed concerning any actions or omissions by me, while within the scope of my duties as a chaperone.

I, _____ have read, understand and can perform the responsibilities/duties of a
(Name)
chaperon for Mount View Middle School field trip to Outdoor Education at Camp Letts on May 19, 20, 21, 2008.