

CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION
345 NORTH ADAMS STREET
KNIGHTSTOWN, IN 46148
PHONE: 765-345-5101 –OR- FAX: 765-345-5103

RESPONSIBILITIES OF TRIP CHAPERONES

Name of School _____

The Charles A. Beard Memorial School Corporation appreciates your willingness to assist us by serving as a chaperone for this school-sponsored field trip. Understand, as a chaperone, you are subject to a background check. In accordance with Board Policy, we are providing you with this information sheet to inform you of the policies and procedures that will govern this trip. You are expected to comply with these policies and procedures and by volunteering to serve as a chaperone; you are indicating that you are willing and able to do so.

- A. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the Superintendent for ensuring that the purpose of the trip is achieved.
- B. The trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any questions you have concerning the purpose of the trip procedures. Chaperones are expected to comply with all directives and expectations of the trip sponsor. Chaperones may not leave the field trip and must provide active supervision throughout the duration of the field trip.
- C. The students on the trip are governed by the Corporation's Code of Conduct, which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug-use, stealing and the like. Your responsibility is not to invoke discipline on a student, except in cases of imminent threat to that student's or other people's safety or well-being, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible. Chaperones may not bring additional family members or guests with them on any field trip for any reason.
- D. We ask that you model the behaviors expected of students throughout the times on the trip when you are associated with students. If you have free time away from the students, we trust your behavior will be such that it does not create problems for or embarrassment to the trip leader(s) or the Corporation. Please keep the trip leader informed of your whereabouts so s/he can contact you in case of emergency. Chaperones are expected to dress appropriately for the field trip and for the event/activities that occur during the trip.
- E. School Officials may, at any time, suspend a chaperone for violating expectations of a chaperone.

Thank you again for your help, and we hope you enjoy this activity with our students as they participate in a meaningful educational experience.

Chaperone: _____

Date: _____

Trip Leader: _____

Date: _____

Principal: _____

Date: _____