

COUNCIL ROCK SCHOOL
DISTRICT

ADMINISTRATIVE
REGULATIONS

DUTIES AND RESPONSIBILITIES OF PARENT AND TEACHER CHAPERONS
OF ELEMENTARY FIELD TRIPS, GRADES K-5

Parent chaperones can be a valuable addition on a field trip by rendering assistance to the teacher.

The teacher is, however, ultimately responsible for all students in his/her charge.

Two (2) chaperones, one of whom must be the professional staff member, must accompany each busload of students, except when the group is smaller than twenty-five (25). A parent chaperone does not relieve the teacher of his/her responsibility for the students.

The teacher and chaperone(s) shall be responsible for seeing that the following safety guidelines are carried out:

1. The teacher shall inform the parent chaperone(s) about safety standards to and from school. The teacher shall review complete instructions for safety with the students prior to the trip and upon reaching the trip destination.
2. Never exceed the maximum number of pupils to be loaded on the bus.
3. Chaperone(s) should be present at the door when students are loading and unloading to see that they do so in an orderly and safe manner.
4. All students are to be seated before the bus moves and are to remain seated while the bus is in motion.
5. Aisles should be kept free from all objects which may cause tripping or serve as a barrier for emergency exit.
6. Students are not permitted to extend any part of their bodies from bus windows.
7. Students must be informed about the location of the emergency door and its use.
8. The teacher or parent chaperone(s) should check attendance at the beginning of the trip, at each stopping place, and at the end of the trip to insure that all students assigned are in attendance. The Buddy System is advised for younger student

121-R-1. DUTIES AND RESPONSIBILITIES OF PARENT AND TEACHER
CHAPERONES OF ELEMENTARY FIELD TRIPS, GRADES K-5 - Pg. 2

groups. The teacher and chaperone(s) should seat themselves in the bus so they have observation of all pupils during the trip.

9. Students should not be permitted to handle equipment at the places of visitation except with permission and under supervision.
10. Teachers should make the chaperone(s) aware of all physical handicaps/disabilities of pupils (i.e., heart defects, inability to walk, etc.) so that over-taxing situations can be avoided.
11. Parent chaperone(s) shall report to the teacher any unusual incidents which occur on the trip. In turn, the teacher shall, in writing, report any unusual incidents to the building principal as soon as possible.
12. The teacher is ultimately responsible for the safety and conduct of students during a field trip. The same rules of decorum practiced at school should prevail during the trip.