

COUNCIL ROCK SCHOOL
DISTRICT

ADMINISTRATIVE
REGULATIONS

DUTIES AND RESPONSIBILITIES OF TEACHER CHAPERONES
ON SECONDARY FIELD TRIPS

Teacher chaperones shall observe the following procedures for field trips:

1. Never exceed the maximum number of pupils to be loaded on the bus.
2. Chaperones should be present at the door when students are loading and unloading to see that they do so in an orderly and safe manner.
3. All students are to be seated before the bus moves and are to remain seated while the bus is in motion.
4. Aisles should be kept free from all objects which may cause tripping or serve as a barrier for emergency exit.
5. Students are not permitted to extend any part of their bodies from bus windows.
6. Students must be informed about the location of the emergency door and its use.
7. Chaperones 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.
8. Chaperones shall, in writing, report to the building principal any unusual incidents which occur on the trip.
9. The teacher chaperon 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.