



FIELD/SCHOOL TRIP TEACHER/SPONSOR/CHAPERONE EXPECTATIONS

The field trip supervisor will hold an orientation for students and parents prior to leading an out-of-district field trip. Behavioral expectations will be discussed. Each family must sign and return the FIELD TRIP PERMISSION, RELEASE AND STUDENT CONDUCT AGREEMENT explaining the expectations and consequences for failure to comply with District rules.

- The field trip supervisor, who must be a faculty member of the institution sponsoring the trip, is in charge of the group.
- Prior to the field trip, teacher/sponsor/chaperones (hereafter “chaperones”) shall be provided a copy of the trip itinerary, guidelines, responsibilities, administrative expectations and a student/chaperone list.
- The field trip supervisor shall set a curfew and notify all members of the group. This curfew shall allow a reasonable amount of time after the close of the last approved activity.
- All chaperones must be at least twenty-one (21) years old and a member of the school faculty/staff or a District registered volunteer.
- Chaperones assume a 24-hour a day responsibility for students from the time they leave until the time they return.
- The level of student supervision while on a field trip is no less than the level of student supervision required when students are on campus, participating in class or participating in other school activities.
- Chaperones must be familiar with the *Student Discipline* and *Conduct Code* and they shall report all suspected violations to the field trip supervisor immediately.
- No chaperone may consume any alcoholic beverage at any time during a field trip.
- Chaperones must actively supervise and keep an accurate check on the students assigned to them and ensure students abide by the following.
 - Students must wear appropriate clothing in compliance with NCS D policy and only engage in activities of a group nature. Sexual activity of any kind while on a trip is strictly prohibited.
 - When a student is assigned to a group or chaperone, the student is to remain with, and return with, the group unless other arrangements have been made and approved by the principal prior to the time of departure.
 - Students are not allowed to have guests of the opposite sex in their rooms unless approved and properly chaperoned.
- All NCS D rules, regulations and policies governing student behavior are in force during any school sponsored trip.
- A student/chaperone travel list and trip itinerary shall be filed with the designated school administrator or school support employee prior to departure. The travel list shall include the names of each student and teacher/sponsor/chaperone, their phone numbers and the name and phone number of an emergency contact person(s). The field trip supervisor shall be provided with the FIELD TRIP PERMISSION, RELEASE AND STUDENT CONDUCT AGREEMENT for each student. A copy of this document will be maintained at the school. **I have read and agree to follow the above expectations.**

Teacher/Sponsor/Chaperone Signature

Date

Teacher/Sponsor/Chaperone Signature

Date
