

BEDFORD AREA SCHOOL DISTRICT CHAPERONE RESPONSIBILITIES

- ✓ All chaperones will be in charge of no more than 15 students.
- ✓ Chaperones will be given a list of the students they will be responsible for supervising.
- ✓ Chaperones will be provided a list of duties for the field trip.
- ✓ Teacher or administrator in charge will designate where chaperones are to sit on the bus and in a certain location during the Field Trip.
- ✓ No chaperone can bring their own child on a field trip unless the child is part of the student group going on the trip.
- ✓ All chaperones must be in possession of the itinerary for the field trip with a list of the students under their supervision.
- ✓ In case of an emergency, the chaperone is to call the teacher immediately. Students will be transported to the nearest emergency facility. The parents and the school will be notified.
- ✓ All chaperones are responsible for the conduct of all students. The same rules during the school day apply to field trips even after school hours or non-school days. Students are expected to be on their best behavior.
- ✓ No chaperones will engage in the use of tobacco products or alcohol during the field trip.
- ✓ Chaperones will be dressed in an appropriate manner for the occasion as determined by the administrator/teacher in charge.
- ✓ No chaperone will provide students with items that are illegal in the state of Pennsylvania. Pennsylvania laws apply on all field trips.
- ✓ At no time may a student be left unattended. Chaperones must be with the assigned group at all times.

(chaperone signature)

(date)