

Field Trip Guidelines for Chaperones

1. Adequate supervision of students will be provided at all times.
2. Bay City Academy staff is the ultimate authority while on the trip.
3. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has the primary responsibility for the conduct of the children. Student discipline issues should be referred to the staff member in charge.
4. In an emergency situation, a 9-1-1 call will be made, if necessary, by the supervising adult, with an immediate follow up to a BCA staff member in charge. The call should be made prior to contacting anyone else. BCA staff will be responsible for contacting the building leader(s) and parents.
5. During overnight or extended trips, chaperones may not leave the facility or field trip destination without permission from an administrator/teacher/staff member.
6. Consumption of alcohol, use of tobacco, electronic cigarettes of any type, or any other illicit drug by anyone during a field trip is strictly prohibited.
7. Students will not be permitted to leave the field trip group unless parents make prior arrangements with the staff.
8. Chaperones must adhere to the field trip schedule.
9. Chaperones may be required to supervise children other than their own during the trip.
10. There may be a limit to the number of chaperones permitted on each trip. Seating on buses is limited, and chaperones may need to provide their own transportation or carpool with other chaperones.
11. Chaperones/volunteers must complete all paperwork at least 21 days prior to the field trip. Only chaperones/volunteers with completed paperwork on file will be able to attend field trips.

By signing below, I agree that I have read, understand, and will follow the chaperone guidelines.

Chaperone Printed Name

Student(s) Name

Signature

Date