



DE LA SALLE COLLEGIATE

BUILDERS OF BOYS, MAKERS OF MEN

FIELD TRIP CHAPERONE GUIDELINES AND INFORMATION FORM

GUIDELINES: We are pleased that you have agreed to assist school personnel in the supervision of students during this field trip. Your primary responsibilities will be to:

1. Request names of students for whom you will be responsible from the lead teacher.
2. Review all rules and expectations with the lead teacher.
3. Be aware of the following emergency procedures in case of serious injury or accident:
 - a. Call 911
 - b. Designate someone to meet EMS technician and/or police officer.
 - c. Do not leave injured person unattended until medical service arrives.
 - d. Do not move injured person.
 - e. Complete Injury Report Form immediately upon return from site (main office).
4. Maintain vigilance over your assigned students, including taking periodic head counts.
5. Report unacceptable conduct of any student to the lead teacher.
6. Monitor students who break from the group (restrooms, water, etc.).
7. Remain with the students assigned to you during the entire trip.
8. Be aware of emergency communication plan.
9. Chaperones may be assigned to groups other than their own child's.
10. Please attend all chaperone meetings.
11. Students will be observing you. Please present a positive image at all times (language, behavior, etc.)
12. At the risk of stating the obvious, please no drinking of alcoholic beverages or smoking while on the trip.
13. No driving of students in privately owned vehicles.
14. Because of the levels of responsibility that must be assumed by the DLS teachers, no outside-of-class/field trip students can be allowed on the trip.
15. Other instructions:

SUPERVISING TEACHER: _____

PURPOSE OF FIELD TRIP: _____

DESTINATION: _____

DATE: _____ DEPARTURE TIME: _____ RETURN TIME: _____

METHOD OF TRANSPORTATION: _____

I have completed the Michigan State Police background check and completed the Protecting God's Children course. All of which are on file with Mrs. Anita Griffin.

I have read this form and agree to abide by its terms and enforce the Student Code of Conduct.

Chaperone Name (First, Last)

Chaperone Signature/Date