

**Instruction****Instructional Arrangements****Field Trip Guidelines For Chaperones on Field Trips and Extra-Curricular Activities – Local/In-State Trips (Day Trips)**

One adult chaperone (coach, teacher, aide, and parent) is required to sit in the rear of the bus. This allows all students to be viewed and helps to discourage inappropriate behavior.

The Bus Driver is responsible for the safe operation of the bus.

The Chaperone is responsible for student conduct.

Rules for Student Behavior on the Bus:

1. Students are required to follow the school Code of Conduct.
2. Students are required to follow all instructions given by adult chaperones, teachers, supervisors, and/or bus drivers.
3. All student riders are to remain seated while the bus is in motion.
4. Windows are to be kept closed unless permission is given by the driver. Riders are to keep hands, head and arms inside the bus when windows are open.
5. Riders are not permitted to litter on the bus or throw any materials or objects from the bus.
6. Chaperones are responsible for proper storage of objects and equipment on the bus.
7. All riders are expected to respect all bus equipment and the possessions of other riders. Individuals will be held responsible for any damage done.
8. Obscene language, gestures, or any inappropriate contact is prohibited.
9. Scuffling, fighting, yelling, etc. that may distract the driver and/or injure or offend other riders is forbidden. Bus riders are expected to respect the rights of others.
10. Food or drink is permitted at the discretion of the chaperone. It is the responsibility of the chaperone to do a walk-through inspection of the bus to ensure that all litter is cleaned up at the end of the trip. Beverages should be in non-spill containers. (No Glass)
11. Chaperones are responsible for adhering to and enforcing District policies and procedures related to bullying and sexual harassment.

**Policy Approved:                    January 31, 2002**

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