

610 Policy Relating to Overnight Trips, Field Trips, Excursions and the Chaperoning Thereof**Board Adopted: October 2, 1980****Board Revised: November 7, 2016****Board Reviewed: January 20, 2026**

The Board of Education believes that the Board, administration and chaperons share in the responsibility, directly and indirectly, for the planning, implementation and evaluation of all overnight trips, field trips and excursions sponsored by Independent School District 162. In addition, the Board of Education believes that the conduct and behavior of the student is the ultimate responsibility of the students and their parents.

Prior to the authorization of any overnight trip, field trip or excursion, a Study/Field Trip Request form or an Overnight or Out-of-State Trip Request form must be completed and an itinerary must be approved by the appropriate administrator. Overnight or Out-of-State Trips must be approved by the school board. The delineation of duties and delegation of responsibilities shall be mutually understood and agreed upon by staff chaperons and administration, and one chaperon shall be designated as activity supervisor.

The Board recognizes that chaperons have supervisory responsibilities throughout the duration of said overnight trips, field trips, or excursions. The Board further recognizes that chaperons are responsible to be physically and mentally fit while on duty. Chaperons will be either on duty or on call continuously until all chaperons' responsibilities are terminated.

Chaperons are expected to maintain appropriate discipline and to report serious problems to the appropriate administrator and/or the appropriate law enforcement agency on or before returning to the school. Concurrent, the Board recognizes the right of the chaperons to expect behavior which conforms with school rules, policies, and/or state law.

Finally, the Board recognizes that:

- A. On any school-sponsored activity, field trip or excursions, the approximate ratio of chaperon to student is:
 - 1. Overnight trips – 8 students to 1 chaperon.
 - 2. Day trips – 30 students to 1 chaperon.
- B. On any school-sponsored activity, field trip or excursion, parents of students will be asked to assume a role in chaperoning by the activity supervisor.
- C. On any school-sponsored coeducational overnight activity, field trip or excursion, there will be both male and female chaperons.

BAGLEY PUBLIC SCHOOLS
Chaperon Guidelines

Guidelines For Chaperons on Duty:

- A. Chaperons will meet with the supervisor daily.
- B. Know "Policies Regarding Student Behavior" and enforce them.
- C. Do not make a major decision without first discussing it at the daily staff meeting or individually with the supervisor.
- D. Emergency situations: immediate rational action may be necessary. When time permits, consult the supervisor.

- E. Keep communication channels open between students, chaperons, bus drivers, and the supervisor.
- F. Daily time schedules will be announced. Please follow them and see that students are punctual in meeting the schedules.
- G. Report any unusual behavior or information to the supervisor.
- H. It is essential that chaperons supervise assigned students and areas to the best of their ability.
- I. The supervisor will set additional guidelines as deemed necessary to provide a safe and meaningful experience for all individuals on the trip.
- J. Chaperons shall not consume alcohol.
- K. Chaperons shall be dressed appropriately for the occasion.

*Supervisor means activity supervisor.

Permission Slip for Off-Campus Activities & Student Behavior Guidelines

ACTIVITY DATE: _____ ACTIVITY: _____ LOCATION: _____

PLEASE COMMENT ON ANY SPECIAL HEALTH PROBLEM(S) THAT WE SHOULD BE AWARE OF:

Student Behavior on School Sponsored Activities and Trips:

Appropriate student behavior is essential to provide a safe, meaningful experience for all involved in school sponsored activities and trips.

The following policies will be strictly enforced by the activity supervisor and designated chaperons:

- A. Students shall not possess or use alcohol, tobacco, drugs or drug paraphernalia.
- B. Students shall not engage in disturbing behavior on activity bus or at any school activity.
- C. Students will report promptly and be prepared for all activities and bus schedules.
- D. Students shall not visit any areas except those designated by the supervisor.
- E. Students will be assigned to rooms on over-night trips. Only students in the activity and of the same sex are permitted to be in rooms of other activity members. When boys and girls want to meet together, it must be in an area designated by the activity supervisor.
- F. Students shall adhere to curfews as established by the supervisor.
- G. Students shall not leave a lodging accommodation, activity area or any other group activity without the permission of the supervisor.
- H. Students will be responsible for paying the cost of any damaged property.
- I. Students will dress to reflect the occasion. The purpose is to look respectable and well groomed at all times. Dress should be clean, neat and shoes are required wearing apparel.
- J. Initiations of any kind are strictly forbidden.
- K. Students shall not engage in behavior which endangers, embarrasses, harasses, or violates the rights of others.
- L. Students' rooms, luggage, and personal belongings are subject to periodic inspection by the supervisor or designee as deemed necessary to insure the enforcement of these policies.
- M. Disciplinary action shall be taken for the violations of any of the above policies. The supervisor will take appropriate disciplinary action depending upon the frequency or severity of the violation. If the supervisor determines that a violation of these policies is intolerable or severe, a student will be returned or sent home prior to the completion of the activity or trip.

My child and I have read and fully understand the policies listed above and agree to comply with them. I further agree to accept responsibility for my behavior.

Date

Parent Signature

Student Signature

*Please sign and return to _____
Activity Supervisor