**Field Trip Chaperone Expectations**

1. **We represent Lockwood Elementary**. Please supervise students in a way that encourages Lockwood Code-of-Conduct (P.A.W.S.). Please be respectful, polite, aware of those around you and how your behavior may be affecting others, patient and calm).
2. **Adhere to the rules of the school, the bus company, and the facility**. This may include no food or gum in unauthorized areas, and no children in certain places.
3. **Monitor your group on the bus**. The can talk and have fun, but they have to stay out of the aisle and remain seated with backs against their seat. If you are at the back of the bus, please make sure the kids stay clear of the emergency exit door handle.
4. **Adhere to the given schedule**. The teacher will give you a schedule at the start of your trip.
5. **Refrain from using your cell phone while on this trip** (this includes the bus ride; and applies to both calls and texting) unless there is an emergency with your group (i.e., sick, injured, or lost child) and you need to contact the teacher.
6. **Be with your group the ENTIRE field trip.** Please take bathroom breaks and move through the facility **together.** You should be no more than an arm's length away from each student in your group at all times. No student should be walking/running ahead of you. If a student gets separated from your group and you cannot locate them, notify the nearest facility employee and call the teacher immediately.
7. **Refrain from giving any food or snacks to any children** unless authorized by the teacher. There can be allergies within a classroom.
8. **Refrain from purchasing items for yourself or your group** (including the teacher) from any facility gift shops or cafes. If you are driving, please do not stop on the way or on the way home for coffee. These kinds of treats are best purchased before the school day or after the kids are safely back at school.
9. **If photographs are taken, DO NOT share them on personal Facebook pages or other open social media sites** (unless permission is given by parents). Posting pictures of students on the Internet puts their safety at risk. Photos are best shared through a classroom photo-sharing site.
10. **Remember that we are on the trip to LEARN**. Please assist students in the learning as much as possible. If you are interested in the information/exhibits/presentation, the students will be too.
11. **Smoking is NOT permitted at any time**.

Please understand that these rules MUST be followed. These rules are intended to keep every student safe while we are on our field trips. If you have any questions, please contact your child's teacher.