

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.). This includes adhering to the rules of the school, the bus company, and the facility.
2. **When you arrive on campus, please sign in at the Lockwood Office and sign out when you leave.**
3. **Please carry with you the Field Trip Permission forms and Emergency Contact List for those students in your care.**
4. **Monitor your group on the bus.** Students 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.
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 and adhere to the given schedule.** You should always be with every student in your group. Please take bathroom breaks and move through the facility **together**. 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 field trip representative or teacher immediately.
7. **Do not give any food or snacks to any children** unless authorized by the teacher. There may be allergies within a classroom.
8. **Do not purchase items for yourself or your group** (including the teacher) from any facility gift shops or cafes. If you are driving, please do not stop for coffee or snacks.
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). 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.**
12. **Siblings are not permitted to attend field trips.** Additional details are available in the PACE Handbook.

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.