

ALL SAINTS ACADEMY
FIELD TRIP & CHAPERONE GUIDELINES/RESPONSIBILITY FORM
20167-2018

We appreciate your willingness to assist as a chaperone for this field trip:

Location: _____ Chaperone Cost: _____

Grade: _____ Date: _____ Time: _____

This trip requires the assistance of _____ adult chaperones. The principal will randomly select chaperones based on the number of chaperones needed and agreement to the responsibilities noted below. In order to include many parents in class activities, we will not have repeat chaperones unless there are no additional, eligible parents to participate. To assist the school in making this a positive experience for all, we are requesting the following:

- You must have completed the three requirements to satisfy the Youth Protection Guidelines for ASA/Diocese of Paterson and have this information currently submitted to the ASA school office. This includes: Code of Conduct Agreement, Criminal Background Check, Completion of Protecting God's Children Training.
- Please follow the instructions of the teacher-in-charge regarding the supervision of the students assigned to you. Safety of the students is the highest priority.
- Chaperones assigned to groups of students are asked to conduct frequent "head counts" of their groups. This is done when first on the bus, periodically through the day and prior to the departure of the bus returning to school.
- Chaperones will report all incidences or disciplinary issues to school personnel in a timely manner.
- Chaperones will maintain student and adult confidentiality.
- As some students may have food allergies, students must not share food with one another and chaperones are not share food with students.
- Chaperones may not take students to undesignated places such as gift shops or food vendors without permission from the teacher-in-charge.
- Chaperones may not move students from an assigned group to another group without direction from the teacher-in-charge.
- Chaperones may not smoke or consume alcohol on any school-sponsored trip.
- If possible, chaperones are asked to bring cell phones and exchange contact numbers with the teacher-in-charge to assist with communication during the trip.

_____ I have read, understand and agree to perform responsibilities of a chaperone for this ASA field trip.

_____ I give permission for my cell phone number to be shared with other chaperones and ASA faculty to ensure communication and safety on this trip.

_____ I am not available to assist with this field trip.

OVER >>>>>>>>

This field trip policy is included in the 2017-18 ASA Parent Student Handbook.

With your child's registration in our school, you have agreed to abide by policies included in the handbook. Kindly review the policy below and provide your agreement to the field trip guidelines.

This form must be signed in order for your child to participate in any field trip. Thank you.

EDUCATIONAL FIELD TRIPS

Educational field trips are designed and take place to enhance the student's total school experience. A field trip is a privilege and not a right. Usually field trips are organized by grade levels and reflect current students in that class. Occasionally, the school will arrange for a school-wide field trip. Most often, the costs of field trips are a parent/guardian expense. If a parent does not wish for a student to participate in a field trip, the student must be out of school for the day and be recorded as absent. Field trips are designed to correlate with teaching units and to achieve curricular goals.

Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.

There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are in a timely manner in the office forty-eight hours after receipt of the permission slip. A field trip permission slip is posted in the resource section of the school website. This is the only format that may be used to allow a student to leave school during school hours. If a child fails to bring his/her permission slip home, a parent may use the copy the form provided online. Call the school for information needed to complete the form. A signed, faxed copy of a permission form will be accepted for student participation. A telephone call or email will not be accepted in lieu of the proper field trip permission slip. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day. Students who are participating in the field trip must ride the bus to and from the field trip with their class.

All monies collected for field trips are non-refundable. Cell phones are permitted on field trips, however cell phone use will be directed by the teacher and/or administration. In the course of planning a field trip, the school will generate a list of "official" chaperones for that specific trip. Those chaperones will have completed all necessary components of the Diocese of Paterson Youth Protection guidelines. Parents who are not "official" chaperones are discouraged to drive a private car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip. All chaperones must be 25 years of age or older.

Print Name

Signature

Date