



RESPONSIBILITIES OF TRIP CHAPERONES¹

Howell Public Schools (“HPS”) appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with HPS Board policy and Administrative Guideline 2340F, below is a list of policies and procedures that will govern this trip and with which you are expected to comply.

- A. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the Superintendent for ensuring that the purpose of the trip is achieved.
- B. The trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any questions that you have concerning the purpose or the trip procedures.
- C. The students on the trip are governed by the HPS District's Code of Conduct which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug-use, stealing, and the like. Your responsibility is not to invoke discipline on a student, except in cases of imminent threat to that student's or other person's safety or well-being, but to report any student behavior problems or inappropriate conduct on the part of a fellow chaperone or staff to the trip leader as soon as possible.
- D. The District request that you model behaviors expected of students throughout the time on the trip when you are associated with students. If you have free time away from the students, we trust your behavior will be such that it does not create problems for or embarrassment to the trip leader(s) or the District. Please keep the trip leader informed of your whereabouts so he or she can contact you in case of an emergency.

ACCEPTANCE (Please initial each to indicate you have read and agree to the terms):

____ I am at least twenty-one (21) years of age and affiliated with the District as a parent, school volunteer, employee, and/or a Board member.

____ I agree to abide by all applicable District policies and administrative guidelines inclusive of those set forth in A-D of this form.

____ I agree to complete Volunteer Release Form 3120.09 F1 or Form 4120.09 F1 prior to the trip.

Thank you again for your help, and we hope you enjoy this activity with our students as they participate in a meaningful educational experience.

Chaperone

Date

Trip Leader

Date

Principal

Date

¹ 2340 F8 (Updated February 2013)

Labor Relations and Personnel

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