

Hailey Elementary



Dear Chaperone,

First and foremost thank you for your support and for deciding to accompany the students on their fieldtrip. As a school district chaperone you will play a vital role in maintaining a fun, safe, non competitive learning environment. The students are our greatest treasure, and our expectations are high in ensuring their well being and safety. We would like to take this opportunity to explain your expected role as a chaperone.

The classroom teacher(s) from your school will assign to you a group of students to monitor and supervise during the duration of the fieldtrip. You will stay with these students the entire time. Because each field trip is unique the behavioral expectations, safety precautions, and itinerary will be explained to the students and the chaperones prior to departure. The students will understand they are to respect and follow your directions throughout the day.

We encourage you to please be an active participant in the events of the day, and to encourage all the students to have an equal opportunity to share and experience the great things offered throughout their adventure. Your enthusiasm and encouragement can be a great motivator for our students.

#### GENERAL POLICIES AND EXPECTATIONS FOR ADULTS:

At no time can you dispense medication to a student. This includes non-prescription aspirin, allergy medicines and cough drops. If a student becomes sick, contact their teacher or the school and arrangements will be made for their parents to pick them up.

Injuries deemed severe must be dealt with immediately. All efforts should be made to contact the lead teacher or school to determine the best way to handle the situation. Any injury, no matter how minor it may seem, must be reported to the student's classroom teacher so they may follow up with the student's family. You will be provided a small medical kit with band-aids, antiseptic, etc. to use for minor scrapes and injuries

Cell phones should only be used in case of an emergency. Teachers will provide the necessary numbers prior to departure. Private calls and texting are highly discouraged and should be kept to an absolute minimum. I-pods and other electronic devices distract from your supervisory expectations and therefore should not be used.

When disciplining students all efforts should be made to maintain the dignity of the child. Physical and demeaning verbal punishment is not allowed. If you experience difficulty managing the student's behavior, speak to their teacher for assistance. In cases of extreme misconduct such as fighting, disregard for the safety of themselves or others, or blatant disobedience, the classroom teacher or school should immediately be notified.

Smoking and Alcohol are not allowed.

As a chaperone you represent the school and the Blaine County School District. It is likely during the events of the day you will interact with a variety of people and groups in the community. Our hope is to

create new community partnerships, and potential new friendships through positive interactions. Please do your part to represent a model of respect to our greater community.

Thank you for your commitment to our students. Thank you for agreeing to be a chaperone. We look forward to a continued relationship between you and our school.

Best Regards,

Tom Bailey

Principal, HES