

TRAVERSE CITY AREA PUBLIC SCHOOLS

RESPONSIBILITIES OF TRIP CHAPERONES

The Traverse City Area Public Schools appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with Board policy, we wish to inform you of the 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 you have concerning the purpose or the trip procedures.
- C. The students on the trip are governed by the District's Student Handbook 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 people's safety or well-being, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible.
- D. We ask that you model the behaviors expected of students throughout the times on the trip when you are associated with the 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 s/he can contact you in case of emergency.

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

Trip Leader

Principal