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Date: _____

Dear Parents:

We appreciate your willingness to help chaperone this field trip. Without assistance from chaperones, this trip would not be possible. To assist us in making this a positive experience for all, we are requesting the following:

- Chaperones should **immediately** alert the Teacher-in-Charge, other teacher, or teacher’s assistant under the following circumstances:
 - Student becomes ill or injured;
 - Student reports feeling ill or injured;
 - Student becomes unmanageable in any way;
 - Student’s behavior makes the chaperone feel uncertain or uncomfortable;
 - Student will not stay with the group;
 - Student becomes lost; or,
 - Another chaperone seems to be having difficulty dealing with a student or group of students. The staff member will then take appropriate action.
- Please follow the instructions of the Teacher-in-Charge regarding supervision of the students assigned to you. If you are unsure of your responsibilities, please clarify them with the Teacher-in-Charge. Please make the safety of the students your highest priority.
- Purchasing of souvenirs or food (other than the previously announced meal arrangements) is only permitted if approved by the Teacher-in-Charge. Please exercise consideration for and sensitivity to the needs, feelings, and comfort of all students under your supervision.
- As some students may have food allergies, students should not share food with one another and chaperones are asked not to share food with students.
- When students use rest rooms, please exercise age-appropriate care to ensure student safety.
- Chaperones who are assigned groups of students are encouraged to conduct frequent “head counts” of their groups. Also, a “head count” should be taken on the bus at the beginning of the trip and prior to the departure of the bus for the return to school.
- Chaperones may not smoke or consume alcohol on any Field Trip.
- If possible, chaperones are asked to bring cell phones and exchange contact numbers with the teacher-in-charge to assist in communication during the field trip.

The responsibilities of a chaperone can be demanding mentally and physically. If you have any, or potential, limitations that may prohibit or minimize your ability to carry out the responsibilities of a chaperone, please discuss this with the Teacher-in-Charge prior to the trip. The information provided will assist in the planning. Reasonable accommodations, if necessary, will be considered. Your safety and health is important, too!

Thank you for your assistance in making this a safe and positive experience for the students.

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Please read, and sign below:

I understand that the Howard County Public School System shall not be held responsible for my injury and/or loss of my personal property due to my voluntary involvement in an activity that is not required as part of my responsibilities as a chaperone.

The Howard County Public School System provides liability insurance coverage for claims that may be filed concerning any actions or omissions by me, while within the scope of my duties as a chaperone.

I, _____ have read, understand and can perform the responsibilities/duties
(Print Name)
of a chaperone for _____’s field trip to _____.
(School) (Destination)

(Parent Signature)