

**Northport-East Northport School District  
Northport, NY 11768**

**Elementary (Grade K-5) Field Trips**

**Parent Chaperone Information and Signoff Sheet**

The Northport-East Northport School District Field Trip Policy states that, in grades K-5, each child may have one parent or guardian accompany him/her on all field trips, to the extent feasible. (An example of a trip when this might not be feasible would be a trip to a theater when there are limited seats available and when having more parents on the trip would mean fewer children could participate.)

Because field trips, unlike family trips, are meant to be a group experience and an extension of the school curriculum and the school day, it is important that procedures be in place to ensure the health and safety of all of the children on the trip. We ask every parent chaperone to sign below indicating knowledge of, and agreement with, these procedures.

1. Parents who attend school trips do so as official chaperones of the school district and, as such, may be required to supervise other children.
2. It is important that school chaperones accompany and supervise the children "door to door," i.e., travel with the children on the bus (or other means of transportation) to the destination, supervise the children at all times at the destination (including meals), supervise the children on the trip back to the school, and then remain with the children until their parents pick them up at the school.
3. It is important that school chaperones ensure that the children in their group follow the itinerary established for the trip. (The principal and/or teacher leader needs to know the whereabouts of all children and chaperones at all times, including meals.)
4. Because a field trip is a school district activity, and because chaperones are acting as official agents of the school district, it is extremely important that chaperones agree to follow the same rules that would apply inside of the school building. These rules include no smoking and no consumption of alcohol. School rules are in effect for the entire duration of the trip.
5. Chaperones, as agents of the school district, must understand that they must take direction from the persons in charge of the trip (whether that be the principal and/or teacher leaders), such as where to meet at specific times, etc. It is important that the chaperones follow these directions and ensure that the children in their care also follow the directions.

By implementing the above procedures, we can ensure that all of the children have a safe, educationally productive field trip experience.

I volunteer to chaperone, and, by my signature, agree to the conditions stated above.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

