



RESPONSIBILITIES OF TRIP CHAPERONES

Berkley School District (“BSD”) appreciates your willingness to assist us by serving as a chaperone for District sponsored trips. In accordance with BSD Board policy, 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 oversight of the trip and is held accountable by the District for ensuring that the purpose of the trip is achieved.
- B. The trip leader will provide you with information about your responsibilities as a chaperone and answer any of your questions.
- C. The students on the trip are governed by the Berkley School District's Student 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 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 requests 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/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 the Volunteer Release Form 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.

Name of Chaperone

Date

Once complete, return to your school's office, District Administrative Offices (14501 Talbot, Oak Park, MI 48237) or email to volunteers@berkleyschools.org

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