

Responsibilities of Bus Chaperones on Field Trips and Special Events

1. All students who represent the district in any field trip or scheduled activity outside of the district shall travel to and from that activity in transportation approved by the district.
2. These requirements include those students who ride the rooters buses, travel with the teams or are on school field trips.
3. Travel arrangements for participating representatives returning from activities with parents or a parent-approved adult, 21 or over, may be made with prior approval of the staff member in charge if the request is in writing and signed by a parent. The staff member in charge is not required to grant this permission.
4. The staff member in charge of the scheduled activity (coach, advisor, director or chaperone) is held fully responsible for carrying out this policy consistently.
5. Roll will be taken before the bus departs from Neah-Kah-Nie Jr/Sr. High or one of the elementary schools and before departure to return home.

If students do not answer roll call for the return trip, the person in charge is to wait a reasonable amount of time before departing and to notify the proper administrator upon return and police prior to leaving.

6. Bus supervisor (coach, chaperone or advisor) is assisted by the bus driver in enforcing regulations as adopted by the State Board of Education—specifically:
 - a. Students being transported are under authority of the bus driver;
 - b. Fighting, wrestling or boisterous activity is prohibited on the bus;
 - c. Students will use the emergency door only in case of emergency;
 - d. Students will be on time for the bus, both morning and evening;
 - e. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
 - f. Students will not bring animals, except approved assistance guide animals, on the bus;
 - g. Students will remain seated while bus is in motion;
 - h. Students may be assigned seats by the bus driver;
 - i. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
 - j. Students will not extend their hands, arms or heads through bus windows;
 - k. Students will have written permission to leave the bus other than for home or school;
 - l. Students will converse in normal tones; loud or vulgar language is prohibited;
 - m. Students will not open or close windows without permission of the driver;
 - n. Students will keep the bus clean and must refrain from damaging it;

- o. Students will be courteous to the driver, fellow students and passers-by;
- p. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.