



DUBLIN SCHOOLS

DUBLIN UNIFIED SCHOOL DISTRICT

7471 Larkdale Avenue, Dublin, CA 94568-1599 ♦ 925-828-2551 ♦ FAX 925-829-6532

FIELD TRIP CODE OF CONDUCT FOR ADULT STAFF AND VOLUNTEER CHAPERONS

SUPERINTENDENT

Leslie Boozer, Ed.D., J.D.
(925) 828-2551

It is the responsibility of the sponsoring staff member to be sure all students have the proper DUSD field trip forms signed by a parent or guardian. All forms should have valid contact numbers for parents and or guardians.

BOARD OF TRUSTEES

Megan Rouse
President

Amy Miller
Vice President

Dan Cunningham
Trustee

Joe Giannini
Trustee

Dan Cherrier
Trustee

The staff member sponsoring the field trip must leave a detailed itinerary with the Site Principal and distribute that itinerary to parents of all students attending the field trip. The itinerary must include the following information:

- Contact information for a staff member who can be reached in the case of emergency
- All hotel phone numbers (if applicable)
- Plane flight information (if applicable)
- Estimated time of departure and departure location
- Pickup location and estimated time of arrival

The sponsoring staff member is responsible for reviewing the DUSD code of conduct with students prior to the trip.

Following is the Code of Conduct by which all staff members and volunteer chaperones are expected to abide while on a DUSD field trip with students:

1. You are a California credentialed teacher (unless a volunteer chaperone).
2. You have a code of conduct.
3. No touching students.
4. No kissing students.
5. No drinking of alcoholic beverages at any time during the trip. This includes evenings after students have gone to bed. This includes drinking from the minibar.
6. No viewing of pornographic or adult in-room movies at any time during the trip.
7. No reading or viewing pornographic magazines or literature.
8. You are never to be alone in a room with a student. You are not to bring a student into your room to talk privately. No letting a student sleep in your room, male or female. No letting a student use your bathroom. No letting a student use the hotel/motel room phone.
9. No using the internet to view pornography and/or other unacceptable sites on a DUSD, military or hotel computer.
10. You are reminded that your Acceptable Use Policy is in force and applies during District school functions.
11. If you are driving while on the trip, you must adhere to the proper speed limit and all rules as they apply to your driver license.
12. You are to dress appropriately for all occasions. You are not to walk around naked or in your undergarments, as you might be called to assist a student in your charge.
13. You are not to allow any member of your family to accompany you on the field trip.
14. Should you have an emergency, or a student is injured while on the trip, you must immediately report this to your principal.

YOU REPRESENT DUSD AT ALL TIMES DURING THIS TRIP, AND YOUR CONDUCT IS REPRESENTATIVE OF DUSD AND THE BOARD OF EDUCATION.

DUBLIN
UNIFIED



School District

*All Dublin Students Will
Become Lifelong Learners*

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FIELD TRIP CODE OF CONDUCT SIGNATURE FORM – CHAPERONE

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I have been advised of, received a copy of, and will abide by the Field Trip Code of Conduct when on a DUSD field trip with students. I further understand that any violation of this agreement or District rules, regulations or policies, or state or federal law, while on a field trip, could result in disciplinary action, which may include, but not limited to, appropriate criminal or civil action being initiated against me.

Print Volunteer/Parent Name

Signature of Volunteer/Parent

Date