



Dublin Unified School District

Field Trip Leader Certification

1. Head count

Students must be counted upon leaving and upon arriving at every stop or venue along the way, as well as when leaving and returning to the hotel.

2. Bed Checks

Bed checks will be conducted every evening at curfew, preferably by a chaperone of the same sex.

3. Safety and Responsibility

Review all safety procedures with chaperones, understanding that as the official field trip administrator, you are ultimately responsible when a student or staff member needs medical attention, or discipline for unacceptable behavior.

4. Emergency Cards/Procedures/Contacts

You will need to carry a copy of both student and adult emergency information, permission slips and contact information at all times. ***You must also leave a copy of all of this information with your site principal, before you leave for your trip.***

5. Conflict Resolution

You are responsible to ensure all conflicts between students, chaperones or other individuals involved in your trip are resolved in a positive manner.

6. Peer Supervision

As the official field trip administrator, you accept responsibility for monitoring the behavior of adult chaperones on the trip. Any conflict or unacceptable adult behavior will be addressed and reported to district authorities, or police as necessary.

7. Chaperone Expectations

It is critical that you review the district expectations for chaperones with your chaperones before the trip. These include: no alcohol, drugs, lewd behavior or inappropriate conduct with students. Adults must also dress appropriately- no short, shorts; low-cut blouses or t-shirts with inappropriate slogans.

8. Pre-Trip Meetings

Pre-Trip meetings are required before any overnight or out-of-state trip to review itinerary and expectations and rules.

Required attendees for the Pre-trip meeting:

- Chaperones
- Parents
- Teachers
- Students

Topics for the Pre-trip Meeting

- Peer supervision
- Expected student behavior



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- Appropriate behavior of adult chaperones i.e.: no drinking, liaisons, no inappropriate behavior w/ students, no inappropriate personal conduct, etc,
- Insurance forms, meds, medication forms, and epi pens

By signing, I agree that I have reviewed and understand all of the expectations for Field Trip Lead as outlined above, and accept the responsibilities as outlined in this document.

Signed

Printed Name

Date