

Construction Career Days Teacher/Chaperone Letter

Dear Teacher/Chaperone,

Thank you for participating as a teacher/chaperone for *Construction Career Days*. Enclosed is some information that will assist you in facilitating the day:

- A list of “Expectations of Students.”
- A survey for you to complete and a copy of the “Student Questionnaire” (in student portfolio) for students to complete on the bus ride home.

In addition, communicate with your building organizer about obtaining the following items:

- A list of students in your group.
- A schedule of times for event, lunch and departure.

During the bus ride to the Construction Career Day site, please do the following:

- Acknowledge the “Student Questionnaire” in their portfolio and direct your students to complete and return it to you during the bus ride home.
- Review the schedule for the day with your students and ensure they understand their responsibilities with regard to conduct and participation.

During the day you should:

- **You must stay with students in your charge at all times.**
- Visit the various exhibits with your students.
- At lunchtime, eat with your students at the designated time and location. At this point you should take a head count and confirm the well being of each of your students.
- Before you begin exploring the afternoon exhibits, reconfirm with your students the departure time and bus location.

After departure, during the bus ride home please do the following:

- Have your students complete the “Student Questionnaire” and return it to (*provide name of specific person*)...
- Fill out the teacher survey.