

Washington County Public Schools
FIELD TRIP CHAPERONE INFORMATION

Name _____

Date of Birth _____ Driver's License No. _____

Mailing Address _____
Street State Zip

911 Address _____
Street State Zip

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Family Physician _____ Phone No. _____

Health Insurance Provider _____

Policy No. _____ Group No. _____

Are you currently taking any prescription medication(s) that would prohibit you from completing the assigned duties of a chaperone? If so, please explain.

Do you have any medical conditions that may limit your activities: If so, please explain.

Emergency contact if no answer at home.

Name _____ Telephone No. _____

I have read the attached guidelines for field trip chaperones. I agree to abide by the rules and policies established by the Washington County School Board and _____ School.
I also understand that I may be subject to a criminal background check.

Signature Date

Washington County Public Schools

General Guidelines for Field Trip Chaperones

1. Know the specific duties expected of a chaperone.
Your role is that of a watcher and facilitator. Your help is greatly needed in making sure things run according to plan (helping the students stay on schedule, roll call, room check, monitoring behavior, etc.)
 2. Understand the purpose of the trip.
 3. Know and have available at all times the trip itinerary.
 4. Do not deviate from the established itinerary.
 5. Arrive on time.
 6. Know the rules for the students.
Be consistent in dealing with the students. Avoid "bending" the rules.
 7. Be a positive role model by conducting yourself in a professional manner at all times.
 8. Do not smoke in front of students.
 9. Do not consume alcohol or illegal drugs at any time while on the trip.
 10. Make certain that you are present and visible at all times wherever students are gathered.
 11. Support the teacher in charge and assist as needed.
 12. An adult must call the roll each time the bus is loaded. Students must be completely quiet and answer for themselves. Do not rely on the word of other students. A headcount is not adequate for proper accountability.
 13. It is not the duty of a chaperone to administer discipline. Monitor the students to make certain that they are safe and that they are following the rules. Make instructions or corrections as needed in a firm but courteous manner. Use a tone of voice in which you would expect to be addressed.
 14. If a student fails to comply, is disrespectful, or is involved in a serious act, notify the teacher at once. **Do not argue with a student.** Always maintain your composure. **Do not get physical with a student.**
 15. Report any problems, especially medical-related, to school personnel immediately.
 16. Understand that any sensitive information you may learn about a student must be kept confidential.
 17. After returning to the school at the end of the trip, remain with students until all have been picked up.
- Plan for your child to be treated as any other.
 - Chaperones will not be allowed to bring siblings without obtaining prior approval.