

WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
FIELD TRIP CHAPERONE GUIDELINES AND INFORMATION FORM

Date: _____

To: _____ (Chaperone)

From: _____ School Phone _____
Teacher(s)/Supervisor(s)

GUIDELINES: We are pleased that you have agreed to assist school personnel in the supervision of students during this field trip. Your primary responsibilities will be to:

1. Request names of students for whom you will be responsible from teacher/supervisor.
2. Review attached Field Trip Bus Safety Rules (IFCB-R-6).
3. Be aware of the following emergency procedures in case of serious injury or accident:
 - a. Call 911
 - b. Designate someone to meet EMS technician and/or police officer.
 - c. Do not leave injured person unattended until medical service arrives.
 - d. Do not move injured person.
 - e. Complete Accident Report Form immediately upon return from site.
4. Reinforce conduct standards as described by teacher/supervisor.
5. Maintain particular vigilance over your assigned students by taking periodic head counts.
6. Report unacceptable conduct of any student to teacher/supervisor.
7. Monitor students going to restrooms per teacher/supervisor instructions.
8. Remain with the students assigned to you during the entire trip.
9. Be aware of emergency communication plan.
10. No drinking of alcoholic beverages.
11. No smoking in presence of students.
12. Chaperones must attend all required chaperone meetings.
13. No abusive or vulgar language or behavior.
14. Chaperones may be assigned to groups other than their own child's, particularly at the secondary level.
15. Other instructions: _____

Because of the levels of responsibility that must be assumed by the teacher/supervisor, no outside-of-class/field trip children will be allowed on the trip.

PURPOSE OF FIELD TRIP _____

DESTINATION _____

DATE _____ DEPARTURE TIME _____ RETURN TIME _____

METHOD OF TRANSPORTATION _____

I have read this form and agree to abide by its terms, and enforce the Student Code of Conduct.

Chaperone Signature _____

THANK YOU FOR ASSISTING US IN PROVIDING THIS IMPORTANT EDUCATIONAL EXPERIENCE FOR OUR STUDENTS. IF YOU HAVE SUGGESTIONS FOR IMPROVING OUR PROCEDURE, PLEASE LET US KNOW.