

## CHAPERONE SELECTION FORM

Name \_\_\_\_\_

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Dear Parents,

Please fill out the chaperone application as completely as possible by typing and attaching your answers on a separate page. All chaperones must be parents of students participating in the trip. The chaperone fee is the same as the student fee, as the chaperones will be doing all of the same activities.

The following questions and regulations have been established by the extended field trip policies of the Hastings Public Schools.

1. Please describe your previous experience in working with high school students.
2. Have you ever been a chaperone of a youth group or school trip? Please list when, where and with whom you traveled.
3. Why do you want to chaperone this particular trip?
4. In what ways can the chaperone of a high school group make the trip a positive experience for everyone?
5. Please list any other skills or experiences that will help you in your role as chaperone on this trip, or would be valuable to our group (medical or first aide experience, etc.).

**Please mail this form and your completed answer sheet on or**

**before April 1 to:**

**Emily Chandler**

**Hastings High School**

**200 General Sieben Drive**

**Hastings, MN 55033**

**Chaperone selections will be made, and you will be notified by May 1.**

## **EXPECTATIONS AND RESPONSIBILITIES OF THE SUPERVISING TEACHER AND CHAPERONES**

Field trips or extended travel can provide meaningful education experiences. They are extensions of the basic school programs and cannot be carried out without the cooperation of volunteer chaperones. Independent School District No. 200 recognizes and appreciates the cooperation of these volunteers and feels it is important that everyone operates under the same guidelines to insure maximum value.

**The supervising teacher and chaperones are expected to set a good example and should refrain from the use of alcohol during the trip. Smoking is strongly discouraged, especially in the presence of students.**

Chaperones will be asked to pay their own expenses (which may be claimed as a tax deduction).

### **OVERVIEW:**

Essentially a trip chaperone's role is one of "parent in charge". Each chaperone should be familiar with and help enforce the Student Code Of Conduct. When you must decide whether or not certain behavior should be accepted, ask yourself if the action reflects with credit upon the school, community and the home. If it does not, then acceptable behavior should be discussed with the student. Any discipline problems should be reported to the supervising teacher in charge.

### **ADDITIONAL DUTIES OF THE CHAPERONES MAY INCLUDE:**

(You will be provided with a detailed list of instructions if selected)

1. When chaperoning an extended field trip, the supervising teacher may assign a small core group of students to you. As a core group leader you are responsible for the following:
  - a. Keeping an accurate count of assigned core group students at all times.
  - b. Checking each room of your core group students at curfew time, ensuring that your students are in their room. Review the schedule for the next day and make any necessary announcements. Enforce "lights out" and "quiet" as quickly as possible so the students will be alert and ready for the next full day.
2. Be available for emergencies including first aid.
3. Attend chaperone meetings as scheduled or requested by the supervising teacher during the trip.
4. Help supervise the hall for a certain period of time following curfew to ensure that the students remain in their rooms.
5. Help maintain a positive atmosphere.
6. Help move equipment or complete tasks as needed for each rehearsal.