

Pulaski H.S. Music Department

Chaperone Application

To chaperone a field trip for the PHS Music Department, applicants must be at least 22 years of age and have successfully completed a valid background check on file with the Pulaski Community School District.

To complete a background check, go to [http://www.pulaskischools.org/hr/documents/background\\_check.pdf](http://www.pulaskischools.org/hr/documents/background_check.pdf)

\_\_\_\_ Yes, I have satisfactorily completed a background check and it is on file with the PCSD.

**Important Submission Information:** Place this application in a confidential envelope and submit to the director of the group you are requesting to chaperone at least four weeks prior to the field trip. Please print in blue or black ink (or type) when completing this form. Items with a \* are required.

**Personal Information**

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_ \*Middle Initial: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_

\*DOB (mm/dd/yyyy) \_\_\_\_\_ Title: Dr. \_\_\_ Miss \_\_\_ Ms. \_\_\_ Mrs. \_\_\_ Mr. \_\_\_

**Field Trip**

\*Type of Trip: Daytime \_\_\_ Overnight \_\_\_ Out-of-State \_\_\_

\*Date of Field Trip: (mm/dd/yyyy) \_\_\_\_\_ to \_\_\_\_\_

Students Name (First & Last) \_\_\_\_\_ Grade: \_\_\_\_\_

Relationship to Student: Parent \_\_\_ Stepparent \_\_\_ Legal Guardian \_\_\_ Grandparent \_\_\_ Aunt \_\_\_ Uncle \_\_\_

\*Destination of Trip: \_\_\_\_\_

If drivers should be needed, are you interested in being a driver? Yes \_\_\_ No \_\_\_

If yes, drivers must provide a valid driver's license and private vehicle insurance coverage along with a successful inspection of the vehicle by the Pulaski Schools Transportation Department.

\_\_\_\_ I have read the Chaperone Guidelines (on the back of this form) and I agree to abide by this guidelines.

\_\_\_\_ I understand that I am offering my services to the PCSD and the PHS Music Department without compensation. **My signature below certifies that I have provided the correct information.**

Print Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Pulaski H.S. Music Department Chaperone Guidelines for Field Trips

- The Lead-Chaperone will be appointed by the director of the group on the trip.
- All chaperones must be at least 22 years of age.
- Overnight trip chaperones must assume a 24 hour day responsibility for students from the time of departure until the time of return.
- The level of student supervision while on a field trip is no less than the level of supervision required of the students while on campus, participating in class or participating in other school activities.
- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline and Music Department trip rules. Chaperones shall report all suspected violations to the Lead-Chaperone immediately
- Chaperones may not discipline a student, staff member, or another chaperone.
- Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- Smoking of tobacco products or 'vaping' devices are prohibited by chaperones during the field trip.
- Chaperones must actively supervise and keep an accurate check on members assigned to them.
- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are certain the students are secure.
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Parents or student relatives who are not chaperones or students participants in the field trip will not be permitted to join a field trip at its destination unless they are first approved by the director and lead-chaperone.
- Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined as being dressed from neck/shoulder area to mid-thigh or knee area.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
- Chaperones are required to report any illness or students to the lead-chaperone, immediately.