

EKCS Chaperone Application



Edwards-Knox Central School
2512 CR 24
Hermon, New York 13652

Chaperone applicants must be 21 years of age and registered as a School Volunteer for the current school year.

Approved Not Approved

Yes, I have completed an E-KCS School Volunteer Application for this school year. To register as a volunteer go to the school website and fill out a form, www.ekcsk12.org.

Important Submission Information: Place this application in a confidential envelope and submit to principal's office at least four weeks prior to field trip to ensure your application can be processed in time for the field trip.

Please print in **black or blue ink**, or type. Items with an "*" are **REQUIRED**.

Personal Information		Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.	
* Last, First, and Middle Name:		Suffix: (Jr., Sr., III, etc.)	
E-mail Address:		Home Phone #:	
Address:			
* DOB: (mm/dd/yyyy) / /	*Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Alternative Phone #:	

Field Trip (A chaperone application must be submitted once per year).	
* Type of Trip: <input type="checkbox"/> Daytime <input type="checkbox"/> Overnight <input type="checkbox"/> Out-of-State	*Field Trip Date (mm/dd/yyyy):
School:	*Teacher:
Student's Name: (First and Last)	Grade:
Relationship to Student: <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt <input type="checkbox"/> Uncle <input type="checkbox"/> Other _____	
Next Section to be completed by school personnel	
Destination:	Type of Trip: (Ex. Science, History...)

*Emergency Information In case of emergency, please notify:		
Name	Address & Telephone No.	Years Acquainted

<input type="checkbox"/> I have read and agree to abide by Edwards Knox Central Schools' Chaperone Guidelines on the back of this form.		
<input type="checkbox"/> I understand that I am offering my services to the Edwards Knox Central School without compensation. My signature below certifies that I have provided correct information and expressly consent to reference and background checks.		
Print Name: _____	Application's Signature: _____	Date: _____
School Coordinator Use Only Coordinator's Name:	<input type="checkbox"/> Applicant appears on Quick List <input type="checkbox"/> Background Check Requested for Overnight Field Trip	

THANK YOU FOR YOUR TIME AND DEDICATION TO OUR CHILDREN!

EDWARDS KNOX CENTRAL SCHOOL CHAPERONE GUIDELINES FOR FIELD TRIPS

- The field trip supervisor must be a faculty or staff member of the institution taking the trip.
- All chaperones must be at least 21 years of age and a member of the school faculty/staff or a district registered volunteer.
- Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return.
- The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities. The District expects that for the protection of both volunteers and students, volunteers shall interact with students under the direct supervision of a District staff members or in the presence of a second adult volunteer. (Recommended 1:6 ratio on overnight trips.)
- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline and shall report all suspected violations to the field trip supervisor immediately.
- Chaperones may correct misbehavior of students while on a field trip. Elevated levels of discipline must come from the field trip supervisor.
- Issues among chaperones and staff members must be resolved by the field trip supervisor, outside the presence of students.
- Tobacco products may not be used by chaperones during the time they are on duty and/or in the presence of students.
- Drinking of alcoholic beverages and/or use of illegal drugs by a chaperone at any time during a field trip is prohibited.
- 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 sure the students are secure.
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- Parents or student relatives who are not chaperones or student participants in a field trip will not be permitted to join a field trip at its destination unless they are approved volunteers by E-KCS. Such individuals will be assigned a specific group of students in addition to their child/relative to supervise.
- 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 may only dispense medication, over-the-counter and/or prescription, with the direction of the school nurse and/or field trip supervisor.
- Chaperones are required to report any illness of students to the field trip supervisor immediately.