

ST. JOSEPH SCHOOL
WALKING/CHAPERONING FIELD TRIP GUIDELINES
Revised '10

- **All chaperones must be Virtus approved.**
- **All field trips must be approved by the Principal. The Principal must be made aware of the details of the field trip.**
- **The teacher is the “authority” while on the field trip and must be responsible for the entire class. The teacher is accountable for each student’s welfare. Safety is paramount throughout the field trip.**
- **The teacher must have copies of medical emergency forms and know the school’s phone number 703-880-4350 in the event of an emergency. Call the school principal prior to entering a hospital or an emergency care facility.**
- **No siblings are allowed on the field trips as the chaperones should not be distracted.**
- **The teacher is responsible for giving specific instructions to the chaperones and students prior to departure.**
- **All chaperones must be accountable for their group of students throughout the trip.**
- **All groups must leave at the same time after the teacher has directed each chaperone and group. No chaperone or student may stop anywhere except for the teacher’s original plan. Chaperones must go directly to the designated site and return directly to school. (No stops for ice cream, drinks, etc.) No student or chaperone is to be left on his/her own.**
- **Each chaperone should be aware of the specialized medical conditions of those in their group(s) (e.g. bee stings, allergies, etc.)**

- **No parent is to administer or dispense medication nor should any parent give permission to another parent to dispense medication. The teacher will have copies of students' emergency care forms. Students with severe allergies should be in the same group as the teacher.**
- **Each chaperone will have a copy of the parent Permission Form for each student they are supervising. To protect the confidentiality of the students, the sealed envelope should not be broken unless there is an emergency which necessitates the chaperone accessing these forms.**
- **If a child in your group appears ill for any reason, you must notify the teacher immediately.**
- **Smoking is prohibited in the presence of the students.**
- **Report any incorrect behavior/discipline issues to the teacher. Do not call another parent about their child's behavior.**
- **Chaperones should all use the same directions.**
- **Chaperones should NOT provide any student with a special treat.**
- **Eating or drinking en route is prohibited due to allergies/and or/choking.**
- **Chaperones should have a phone in their possession for an emergency if at possible.**
- **All students will depart and return from the parish Hall A entrance. Chaperones should enter the school via parish Hall A doors and wait quietly for the teacher and students to arrive. Upon their return, all chaperones must wait with their group of students until the teacher has arrived and accounted for all students in his/her class.**

Please sign the attached form and return it to the classroom teacher prior to the individual field trip.

St. Joseph School



**750 Peachtree St. Herndon VA. 20170
Phone 703-880-4315 Fax 703-880-4320**

I have read, understand and will follow St. Joseph School Field Trip Guidelines.

Driver/Chaperone _____

Date: _____