

Chaperone Responsibilities during Field Trips to the National Weather Center

The Oklahoma Mesonet field trip team relies on your assistance to ensure that each student has an educational, but safe visit. We understand that a chaperone's expected role is different from trip to trip and teacher to teacher. We have listed ways in which chaperone's can support teachers and field trip staff while visiting the National Weather Center.

Before you arrive:

- Find out what the teacher expects from you.
 - Will you drive students or will students travel by bus?
 - If you are driving students, does the school need information regarding your car insurance?
 - Confirm the date and time of departure with the teacher.
 - What time will the group arrive at the National Weather Center?
 - What are the driving directions to the National Weather Center?
 - Where should I park at the National Weather Center?
 - Is there an agenda of events available?
 - How many students will I be supervising? What are their names?
 - What are the lunch arrangements? Should I pack a lunch or bring money?
 - Where should I meet the group at the National Weather Center?
- Will the group be outside during the field trip? If so, have students and chaperones been informed of appropriate attire or sunscreen needs.
- If a student misbehaves or is disrespectful during the field trip, how should the situation be handled?
- Exchange cell phone numbers with the teacher in case of emergencies.
- We encourage you to avoid bringing siblings whenever possible. Chaperones should focus undivided attention to the students in their care. The National Weather Center offers Public Tours for families. For information about Public Tours visit <http://www.nwc.ou.edu/>.

Field Trip Day Checklist:

- Full tank of gas
- Money or sack lunch
- First aid kit
- Your cell phone
- Phone List – cell numbers for teachers and 1-2 other chaperones, and phone number at the National Weather Center (Oklahoma Mesonet main office 405-325-2541)
- List of students in your group
- Driving directions to the National Weather Center
- Parking directions
- Special instructions from the teacher

During the Field Trip:

- Drive directly to and from the school and the National Weather Center. Avoid stopping unnecessarily.
- Keep track of time. Be sure you arrive at the meeting place at the specified time to avoid worrying others. Call lead teacher to report any delays.
- Learn and use the names of students in your group. Make sure they know your name.
- Stay with your assigned students at all times. Make sure the students know they are expected to stay with you.
- Instruct students to return to the NWC Security Desk if they become separated from the group.
- Students should be escorted in the hallways to and from the restroom. With younger students, you may need to enter the restroom to discourage misbehavior or wasting time. If you have both boys and girls in your group, work with another chaperone or staff so that one may escort the boys while the other escorts the girls.
- Please turn off or mute your cell phone once the field trip staff has begun the program. If you must take a call, please step into the hallway to avoid a disruption. Be sure the field trip staff is aware that you are stepping away from the group.
- Establish a positive rapport with your students but make sure they understand that you will enforce the behavioral expectations.
- Model respectful behavior. Encourage students to ask questions and discuss what they see and experience in an orderly fashion.
- Create an audible or visual signal you will use to indicate when students are expected to stop and listen for instructions.
- Chaperones may use the Flying Cow Café as long as another chaperone or teacher can supervise your students while you are away.
- Students are not allowed to use the cafeteria to buy drinks or lunch unless the teacher has made prior arrangements for the entire group. If a student or students forget their lunch, please notify the teacher and field trip staff.
- Please help students to throw away their trash properly. Field trip staff will have trash bags available for your use. Blue receptacles are for recycling. Check the labels to see what types of items should be placed in the container (some containers are marked paper only). Be careful when disposing of liquids to avoid leaving a spill. If you are unsure about anything, speak with field trip staff.