

Chaperone Guidelines for School Trips

Southeast Island School District

1. General Expectations

Chaperones play a vital role in ensuring student safety and maintaining appropriate behavior during school-sponsored trips. As a chaperone, you are expected to:

- Serve as a responsible and positive role model for students.
- Adhere to all school district policies and guidelines.
- Supervise students in a fair, respectful, and professional manner.
- Immediately report any concerns or policy violations to the trip coordinator.
- Abstain from alcohol, drugs, or tobacco use during the trip.

2. Supervision Responsibilities

- Chaperones must remain with their assigned student group at all times unless otherwise directed.
- Enforce curfews, attendance checks, and activity schedules as outlined by the school.
- Maintain appropriate boundaries; avoid one-on-one situations with students whenever possible.
- Encourage students to use designated common areas for socializing instead of individual rooms.

3. Hotel Room Policies

Room Assignments:

- Students will be assigned rooms based on gender identity in accordance with school policy.
- Chaperones will **not** share hotel rooms with students unless they are the student's legal guardian.
- Chaperones will be assigned separate rooms but should stay on the same floor as students for supervision.

Room Checks & Curfew Enforcement:

- **Two-adult rule:** Room checks should always be conducted by two chaperones when possible.
- **Knock & announce:** Chaperones should always knock before entering a student room.
- **No unsupervised entry:** A chaperone should never enter a student's room alone unless in an emergency.

- **Doors should remain open** if a chaperone needs to speak with students inside a room.
- **Curfew enforcement:** Students must be in their assigned rooms by the designated curfew.
- **Hall monitoring:** Chaperones should monitor hallways after curfew to ensure compliance.

Student Conduct in Hotel Rooms:

- No students of opposite genders are allowed in each other's rooms unless a chaperone is present.
- No loud music, disruptive behavior, or leaving rooms after curfew without permission.
- No inappropriate social media posting or photography in private areas.
- Students should report any room issues (e.g., maintenance problems or lost keys) to their chaperone.

4. Communication Guidelines

- Chaperones should use only **school-approved communication channels** to contact students.
- No one-on-one texting or private messaging between chaperones and students.
- In case of an emergency, chaperones must notify school officials immediately.

5. Emergency & Incident Reporting

- Chaperones must familiarize themselves with the school's emergency protocol.
- Any incidents of student misconduct, illness, injury, or rule violations should be documented and reported to the lead chaperone or school administrator.
- In case of a medical emergency, chaperones should contact emergency services and notify school officials as soon as possible.

6. Code of Conduct for Chaperones

- Maintain professionalism and avoid any behavior that could be misinterpreted as inappropriate.
- Refrain from using profanity, engaging in controversial discussions, or making inappropriate jokes.
- Respect student privacy while ensuring compliance with supervision policies.
- Follow all travel itinerary guidelines and ensure students are on time for scheduled activities.

7. Acknowledgment & Agreement

All chaperones must read, understand, and sign this document before participating in a school trip.

By signing below, I agree to follow the chaperone guidelines and uphold the safety and well-being of all students in my care.

Chaperone Name: _____

Signature: _____

Date: _____

This document helps ensure a safe and structured environment for students while on school trips. Let me know if you'd like to add any specific details or adjust the policies!

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