1. Room Assignments & Adult Accommodations

- **Chaperones should never share a hotel room with students**, except in cases where a parent/legal guardian is rooming with their own child. The exception would be in two room suites.
- **Students should be assigned rooms based on gender identity** and in alignment with school policies.
- **Chaperones should stay in separate rooms on the same floor as students** for easy supervision.
- If feasible, school officials may book a **"chaperone room" adjacent to student rooms** to monitor behavior effectively.

2. Room Check Procedures

- **Two-adult rule**: Whenever possible, two adults should conduct room checks together.
- **Knock and announce**: Chaperones should always knock and wait for a response before entering a student room.
- **No entering student rooms alone**: Chaperones should avoid being in a student's room unless another adult or multiple students are present.
- **Doors should remain open**: If a chaperone needs to enter a student's room (e.g., for an emergency or room check), the door should be left open.

3. Curfew & Supervision Rules

- **Strict curfew enforcement**: Schools usually set a specific **lights-out time**, and chaperones should check that all students are in their assigned rooms.
- **Hallway monitors**: Assigning chaperones to monitor hallways at night can help prevent students from leaving rooms without permission.
- **No room switching**: Students should not be allowed to switch rooms without approval from the lead chaperone or school staff.

4. Student Behavior & Privacy

- **Privacy policies**: Chaperones should respect students' privacy in their rooms (e.g., when changing or using the restroom).
- **No opposite-gender room visits**: Many schools enforce a policy prohibiting students from visiting rooms assigned to students of a different gender unless supervised in a common area.
- **Common areas for socializing**: Students should be encouraged to gather in supervised, designated common areas instead of individual rooms.

5. Communication & Emergency Protocols

- **Rooming list and contact info**: Chaperones should have a list of student room assignments and emergency contacts.
- **Student check-in system**: Some schools require students to text/call their chaperone upon returning to their rooms at night.
- **Emergency procedures**: Chaperones should have a plan for handling emergencies (e.g., medical issues, missing students, or misconduct).

6. Social Media & Electronics

- **No private messaging**: Chaperones should avoid one-on-one texting with students unless using a school-monitored communication platform.
- **No recording in private areas**: Students should be reminded that taking photos or videos in hotel rooms is prohibited to protect privacy.

7. Reporting Responsibilities

- **Mandatory reporting**: Chaperones must report any incidents of misconduct, suspected abuse, or rule violations to school officials immediately.
- **Incident documentation**: Any significant issues should be documented and reported per school policy.