

Chaperone Guidelines for the Middle School Class Trips

We want these trips to be safe, secure, and fun for our students. To accomplish this goal, we have the following guidelines in place:

1. Chaperones are not permitted to make alternate travel arrangements separate from the group. Chaperones must be committed to riding on the bus both to and from the class trip destination.
 - On the rare occasion that there is an exception to this rule, approval must come from Mr. Cunningham. No other faculty or staff member may grant approval for these exceptions.
2. Please check in with your assigned group each morning to make sure your group is awake and getting ready for the day.
 - Students must notify the chaperone immediately if a student is not getting up or appears to be going to miss breakfast or the bus deadline.
 - All students must come to breakfast and eat or drink something before we leave the hotel. **We do a lot of walking between breakfast and lunch and we want to make sure that the students eat and drink so that they can keep up their energy.**
 - Chaperones must not enter the hotel room of students of the opposite gender.
3. Please escort your group back to their room each night after our devotional.
 - Students will not be allowed to leave their rooms once they are in after devotional. **Also, students must not go to their hotel rooms before devotional. We go straight from buses to devotional – if students go to their rooms first, it takes longer to get everyone back for a meeting.)**
 - Make sure your group has your cell phone number so that they can call you if they should need anything.
 - You should also make sure that you have the cell phone numbers of the students in your group.
 - Stress to students that they must not leave the room until the next morning. If they need something (like ice or extra towels), you will need to take it to their room.
 - Students must not order food while at the hotel.
 - Students must never open the door for anyone except a chaperone or security guard and then only after they have verified the person that is outside of their room by looking through the peephole. **(It will be a habit for them to open the door when anyone knocks, we need to keep reminding them)**
 - Students must not open any windows at the hotel. Also, remind students to close the curtains in their rooms (not just sheers) to ensure their privacy from outside the hotel. **(It surprises students each year to realize that if just the sheers are closed, anyone can see in from the outside)**

- Students should never be in rooms of the opposite gender.
4. Your group is to be with you at all times **STRESS STUDENTS ARE NEVER TO BE ALONE**
 - Please do not allow a student to go anywhere that you cannot go with him. A student must never go anywhere alone.
 - Use the buddy system. If a student needs to use the restroom, a buddy must go with him.
If you see a student who is not with a group, keep that child with you until we can locate the student's group. Let a faculty member know so that we can handle the situation.
We will be giving every chaperone a list of all the other chaperone's phone numbers. This way we can get in touch with each other during the day. While we need to stay with our groups at all times, it is definitely OK for more than one group of students and chaperones to pair up and explore together.
 5. You have the responsibility of being in charge.
 - If a child in your group misbehaves, please correct the behavior.
 - If you observe a student not doing what is expected, take care of the issue or let one of the faculty members handle it right away.
 - Whatever you do, do not touch a child when you are enforcing the trip guidelines. You should use verbal reprimands only.
While you have your own group, please feel empowered to correct the behavior of students in other groups if you observe it. We all need each other's help to ensure that the trip runs smoothly. **We have emphasized to the kids that every adult going on the trip is going because they love and care for them, and that we expect them to respect each adult on the trip. Please let us know if you are not being respected.**
 - If a conflict arises between your child and another child, please bring a faculty member into the situation. **We want to support you in every way that we can. This will allow us to back you up in these situations.**
 6. Chaperones are expected to keep their group with the larger group. Please do not give your group permission to do something that is different from what the entire group has been told to do.
 7. You have the responsibility of being on time to all scheduled events.
 - We have reservations at many of the places that we will visit. Failure to be on time could result in the entire group's missing a reservation, and thus, missing the event. To this end, the buses will leave the hotel at the stated time, and any **adult** who does not adhere to the stated schedule will be responsible for providing his own transportation in order to meet up with the group. **We want to make sure that we are holding ourselves to the same standards that we are asking our**

students to meet. It would not be fair for the students to miss an activity because we are running late.

8. You are responsible for keeping medication and logging the self-administration of medication for students in your group.
 - Your trip leader will inform you if any student in your group will be taking medication. The trip leader will give you the medication at the beginning of the trip.
 - You must carry any medications with you that must be taken during the day while we are touring.
 - You must supervise the self-administration of said medications according to the information provided by the child's parent/guardian.
 - You must log each time a student takes a medication on the forms that the trip leader will provide for you.
 - You may only give students their own medications. You must not give them anything other than what they have provided.
 - At the end of the trip, you will give the medications back to your trip leader who will ensure that the medications are returned to the child's parent/guardian.
9. We need your help enforcing our technology policy.
 - Each chaperone has the right to confiscate a student's personal device if misuse is suspected. *But chaperones are not permitted to view the contents of a student's phone.*
 - Students may have cell phones on this trip, but they may not have other electronic devices like video games, computers, or iPads. **Chaperones may have whatever technology you need on the trip. You are giving a week of your time, and we understand that you may need to be more plugged in while you are gone.**
 - Students may not watch movies on individual devices.
 - Games and music on individual devices must have appropriate content.
 - Students may not have headphones on outside the bus or hotel room. **We want them aware and engaged while we are out and about.**
 - Remind students to turn off or silence cell phones when appropriate.
 - While on tours, cell phones must be kept out of sight unless being used to take pictures (when allowed).
 - **Cell phones will be checked in with chaperones before students enter hotel rooms for the night. No cell phones are permitted in the student hotel rooms.**

Adults need to spread out their seating locations on the bus. Just your presence is often a deterrent to questionable behavior.

The day that we leave we will load buses in this order – Faculty, parents, students.

This will let the faculty bus leaders get in place, and we can have someone in place to take roll as students load the bus.

The front seats need to be reserved for bus leaders. We also leave some seats empty so that if we have a student who gets sick or a behavior problem we have a place for them to sit.

10. The use of alcohol or tobacco by student or adult is prohibited.
11. The use of profanity or vulgar language by student or adult is prohibited.
12. Remind students to call parents regularly throughout the trip.

In order for us to see and do everything that has been planned, we all must follow the same guidelines. We understand that you may not agree with every guideline we have given; however, these are the guidelines established by the administration, and we all must abide by these guidelines regardless of our personal preferences.