

Little Falls Community Schools ISD 482
FIELD TRIP OR EXTENDED TRAVEL
CHAPERONE GUIDELINES

Chaperones are directly responsible to the supervising teacher/advisor/administrator. Chaperones are expected to provide a positive role model for students. Chaperones will refrain from the use of alcohol, illegal drugs, and/or tobacco. It is understood that chaperones will exercise the same care for the students, with the same degree of caution, that a careful parent would exercise toward their own child. Essentially, a trip chaperone's role is one of "parent in charge." Each chaperone should be familiar with and help enforce the behavior expectations. When deciding whether or not certain behavior should be accepted, a chaperone should ask if the action reflects positively upon the school, community and the home. If it does not, then acceptable behavior should be discussed with the student. Any discipline problems, inappropriate behavior, or atypical incidents must be reported to the supervising teacher/advisor in charge.

"Suggested" minimum chaperone to student ratios: 1-15

The suggested ratios may fluctuate based on the age of the students, make up of the class, destination, etc. The Field Trip Oversight Committee and trip supervisor will determine the appropriate ratio if needed.

- All chaperones for Field Trip C and D will undergo a background check in accordance to District policy.
- An appropriate selection process will be used to select chaperones. Chaperones will be selected no more than 30 days prior to the scheduled beginning of a trip.
- The superintendent or designee will approve chaperones for extended trips.
- All chaperones will report any concerns/problems to the trip advisor/administrator.
- The trip advisor/administrator is responsible to report immediately, or upon return, any problems or concerns to the superintendent or designee.
- Approved chaperones will pay a predetermined amount for the trip which will be noted on Form C and D. Adjunct travelers and parents will pay the full cost. Adjunct travelers and parents participating in a field trip are subject to the same background check and selection process as chaperones.

Additional duties of the chaperones may include the following:

1. When chaperoning an extended field trip, the supervising teacher/advisor may assign a small core group of students to a chaperone. As a core group leader, a chaperone is responsible for:
 - a. Having an accurate count of assigned core group students at all times, particularly after departure and arrival at each destination, checking in assigned students each time the group boards an airplane, bus, subway or any other means of transportation.
 - b. Checking each hotel room of assigned core group students at curfew time, making sure students are in their room. Review the schedule for the next day and make any necessary announcements. Enforce "lights out" and "quiet" as quickly as possible so the students will be alert and ready for the next full day.
2. On an extended field trip, the students may be divided into smaller groups according to different areas of interest. At these times, chaperones will be responsible for escorting and supervising a group of students to and from a specific sight seeing event or activity as assigned by the supervising teacher/advisor and outlined on the trip itinerary.
3. Attend chaperone meetings as scheduled or requested by the supervising teacher/advisor during the trip.
4. As needed, help supervise the hall for a certain period of time following curfew to ensure that students remain in their rooms.
5. Help maintain a positive, safe, well-disciplined atmosphere.
6. Chaperones shall refrain from inappropriate physical contact with students.

Guidelines:

Medical emergency:

- consult with the teacher/advisor in charge to determine action to be taken
- refer to "Parent Permit/Student Medical Treatment and Information Permission" form

- provide for the appropriate supervision of other students

Missing student:

- a teacher/advisor should return with the group to a designated area or the bus
- a teacher/advisor returning with the group to the designated area or bus will seek immediate assistance from the bus driver, police, other adults in the vicinity
- a teacher/advisor should conduct or arrange for a search as is reasonable
- a teacher/advisor should notify a supervisor within the school district who will attempt to notify parents and take other action as appropriate