

MLS Chaperone Responsibilities for School Related Trips

The purpose of a chaperone is to keep order and see to the safety and conduct of MLS students attending the trip. Chaperones agree to adhere to the following procedures set out below and the policies governing the MLS school district. It is expected that the chaperones familiarize themselves with the duties & responsibilities set forth in this document.

1. There should be one chaperone for every 10-20 students.
2. Groups should make an effort to have one female and one male chaperone.
3. Lists of chaperones will be provided to the administration at least two weeks prior to trip.
4. All chaperones will be made aware of the emergency protocols and the student/chaperone responsibilities.
5. The lead staff chaperone will provide the administration with a copy of the specific rules governing this trip and copies of parent permission slips.
6. Chaperones will provide the administration with the following information before departure:
 - a. List of students attending with a guardian's phone number
 - b. Time of departure and estimated time of arrival
 - c. Flight numbers (if applicable), route information, stops
 - d. Unusual circumstances that may occur (deviations)
 - e. Any special needs of students (allergies, medical plans, etc.)
 - f. An itinerary that will contain minimal details of destinations, transportation, lodging, etc.
7. Responsibilities on the trip:
 - a. Any discipline issues that are severe in nature such as alcohol or fighting should be brought to the attention of the school administration immediately
 - b. Travel with the students
 - c. Carry a list of students and guardian phone numbers at all times
 - d. Know the whereabouts of all students at all times. Have them check in and out with you.
 - e. Abstain from use of alcohol or any illegal drugs
 - f. Chaperones will not have inappropriate verbal or physical interactions with students or with each other. Chaperones are assigned a room and must sleep in that room so that students or other official may contact them
 - g. Chaperones will come up with a specific plan to ensure students are following curfew and remaining in their hotel rooms during the overnight hours (room checks).