

Chaperone Expectations

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district-sponsored field trips result in safe and rewarding experiences for all participants. All chaperones must have completed the GPISD criminal background check prior to chaperoning any events.

Guidelines for All Chaperones

- ☐ All chaperones must be at least 21 years of age.
- ☐ Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
- ☐ The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Exchange cell phone numbers with these students.
- ☐ Directors reserve the right to assign and/or reassign students to groups.
- ☐ Be sure that all are present before moving from one place to another.
- ☐ Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
- ☐ Be on time for designated meeting places and departures.
- ☐ School district policies apply to district-sponsored, off-site activities. As a volunteer chaperone, you:
 - ☐ May not use, sell, provide, possess or be under the influence of drugs or alcohol. Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
 - ☐ May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-alikes in any form
 - ☐ May not possess articles that can be used as weapons
 - ☐ May not administer medications to students
- ☐ While you have the authority to enforce the rules and appropriate behavior, the responsibilities for assigning consequences rest with the school staff.
 - ☐ Report any major and/or continued infractions to the director as soon as possible.
- ☐ For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
- ☐ Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
- ☐ Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information.
 - ☐ Do not post photos of students on your personal social media.

Additional Guidelines for Overnight Chaperones

- ☐ The ratio of students to chaperones on an overnight trip shall be no greater than 10 students to one chaperone.
- ☐ Chaperones must attend a detailed briefing prior to the trip.
- ☐ Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return.
 - ☐ GPISD administrators should work with the sponsor to receive overnight assignments.
- ☐ Chaperones that have additional family members or younger children present in trip locations must prioritize their chaperone duties
 - ☐ Chaperone duties will be assigned to one of the parents of any family with a young child (non- high school student) present on the trip. The oversight of that child must be the responsibility of the non-chaperone parent. The chaperone's responsibilities are not transferable.
- ☐ All school rules apply on school-sponsored field trips. Chaperones are expected to comply with school policies, follow the direction given by the School Administrator, director, or teacher, work cooperatively with other volunteers and school staff members and model appropriate behaviors for students. The chaperone will follow the developed trip plan.
- ☐ Chaperones are expected to be familiar with the GPISD Student Handbook. Any violations of school rules and shall be reported to the School Administrator immediately. All discipline problems will be handled by the School Administrator or other school representative.
- ☐ Students may not be housed in the same hotel room with adult chaperones.
- ☐ Students must be supervised at all times while at the event.
 - ☐ Account for all participants regularly. Directors will provide a detailed face-to-face check-in procedure for all students and chaperones at regularly scheduled intervals (at least every 4 hours).
 - ☐ Be sure you know when and where to meet the rest of your group for check-ins and at the end of each day.
- ☐ Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
- ☐ At hotels, chaperones are assigned a specific block of rooms and floor area to supervise. The gender of the group members shall be considered when assigning chaperones and floor assignments.
- ☐ Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped and the chaperones are sure the students are secure.
- ☐ Students are not allowed to have visitors nor use room service. Students must be in their assigned rooms from curfew until wake up. Directors will provide chaperones with daily curfew and wake-up times for each day of the overnight trip.
- ☐ Chaperones will be housed in the most efficient manner possible and it is not always possible to room spouses in the same room.
- ☐ Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, a serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, and where your cell phone is. Keep the cell phone contact number of the School Administrator, director, and other chaperones available.
- ☐ Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. (All directors are required to carry these forms on each trip.) A student's permission slip shall be attached to all medical releases.
- ☐ Chaperones are required to report any illness of students to the trip's School Administrator, Director, or appointed lead chaperone immediately. If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge.

Chaperone Procedures - Overnight Trip

NEVER RELEASE A STUDENT TO ANYONE OTHER THAN THE DIRECTOR!

Before we go:

- ☐ Meet and keep track of students who are assigned to you; keep their phone numbers in your phone; take a picture of the student to keep on your phone in case you must refer to it later during the trip.
- ☐ Program the cell phone (or group texting app) into your phone for the campus administrator and director of your trip for communication purposes.
- ☐ In addition to your assigned groups - understand which students are assigned to your bus. Chaperones may work in shifts to ensure all students on their bus are supervised while riding the bus.
- ☐ All luggage (including chaperone luggage) will be laid out in the staging area. Understand that all luggage will be searched by the district K-9 units.

Traveling to and from the Event:

- ☐ Seek permission from a director before exiting the bus
- ☐ Ensure that students are only in designated locations during stops
- ☐ Take attendance by name when returning to the bus (do not simply count students)
- ☐ Follow all safety guidelines established by the bus drivers, including keeping noise levels low
- ☐ Establish and communicate procedures for keeping the buses clean

At the Event:

- ☐ Travel with your students to the main group meeting location when arriving at the event.
- ☐ Distribute entrance passes and lunch tickets to students according to the directions given by the directors. Collect passes at the end of the day to ensure students do not lose them. (If required)
- ☐ Keep an eye out for any GPISD student that may be in a group of less than 3 students. If students cannot be easily combined to create a group greater than 3, keep the students with you and contact the director of your trip for help.
- ☐ Keep track of the **face-to-face** check-in times; arrive at the check-in location early.
- ☐ During check-ins, make sure that all students are **physically present** at the check in location.
 - ☐ Text messages, phone calls, or photos from students do NOT suffice as a check in
- ☐ When students are not physically present at your check-in location, attempt to call the student. Inform the director of any student who is not present. The director will immediately inform the campus administrator.
- ☐ If a student is hurt, immediately contact a director. (If it is an emergency follow emergency guidelines by contacting 911 first and then the director.)
- ☐ Keep your phone on and charged in order to answer student calls. (Expect to hear about minor incidents "I lost my ticket", "I ran out of lunch cards", etc and be prepared to contact directors for guidance on these issues.

At the Hotel:

- ☐ Communicate "curfew" and "wake up" times with your group
- ☐ Visit each room and ensure that students are physically present in the room by "curfew" and that students are resting.
- ☐ Wake up in enough time to visit each room to ensure all students are up and moving at wake-up time.
- ☐ Be vigilant for interactions with hotel guests that seem suspicious.
- ☐ Before departure, ensure that students have collected and packed all their belongings.
- ☐ Check the room to ensure that it is left in proper condition.

Violations of the Student Code of Conduct or laws

- ☐ Refer all disciplinary issues to a director