

Highlands School District

CHAPERONE GUIDELINES

Qualifications & Selection:

Chaperones/volunteers must meet the requirements for background screenings as defined by the Highlands School District School Board Policy #916 and #916.1, and are subject to all rules and regulations thereof. Selection for volunteer chaperones are conducted as defined by booster or parent organization by-laws, with final approvals by the designated director, coach, Athletic Director, Principal or other designated district employee.

Chaperones must be in good physical health so as to assist with all activities, included but not limited to student management, luggage, and equipment. The consumption/use of alcohol or controlled substances is prohibited. Discrete tobacco use is permitted but should be discouraged.

Duties:

Chaperones are responsible for helping to maintain order throughout the trip. Enforcement of school district policy (i.e., discipline) will be handled by the district staff. Chaperones and school employees are responsible for necessary preventative intervention regarding misbehavior. Chaperones should consult with the Coach, Director or otherwise designated district employee if you think there is a problem that needs to be addressed. Your job is to make sure that ALL students have a fun and memorable experience while fully participating in the planned activities and complying with the district's & organization's rules and guidelines (including district dress codes). Chaperones are also expected to assist with pre-trip luggage check as scheduled by the Director, Coach, Athletic Director, Principal or other designated district employee.

Make sure every student in your group knows who you are and that you are available to them when needed. You will be responsible for communication within your group. Make sure your group has your cell phone number and you have their cell phone numbers, if applicable. Remain flexible and accommodating to changes. Chaperones are considered "ON DUTY" 24 hours a day while on trips. You are responsible for making sure all students in your group are accounted for, eating properly, taking medications as needed, have everything they need each day and are where they need to be, when they need to be there.

All chaperones and all students are required to participate in all activities as defined by the Director, Coach, Athletic Director, Principal or other designated district employee. If your child happens to be on this trip and/or in your "group", it is not permissible to leave everyone else or deviate from the planned activities. Likewise, if a family not serving as chaperones happens to be "in the area", it is NOT permissible for students to deviate from the itinerary, or leave the assigned group to be with their family. Any exceptions must be approved by Director, Coach, Athletic Director, Principal or other designated district employee. We are responsible for the health, safety and welfare of all students while away from the school. Subsequently we will do everything together, as an organization.

Buses:

One Lead Chaperone should be appointed for each bus. Follow bus procedures or protocol according to information distributed by the organization and/or district in regards to student seating, medication procedures, emergencies and / or other details. The Staff may move students as needed. Appropriate behavior must be enforced, especially during any "night time" travel.

Roll call or a head count is taken by a chaperone on each bus for ALL stops. ALL chaperones are to be available to help students and staff members during the trip. This includes accompanying students to the rest rooms and food stops, and maintaining order on the bus. Chaperones and students will remain on the bus until permission to exit the bus is given. If debarkation is in a high traffic area, Chaperones should be stationed outside the bus door to guide students to the safest path.

Movies / DVDs / Video Games / Music / CDs / iPods / etc. – All “entertainment” is to be at a rating of “PG-13” or lower. This includes anything that might be played on a “personal” DVD player, CD player, etc. If it can be seen or heard by someone else, it must comply with the PG-13 rule. There are no exceptions. This applies to the hotel rooms as well. Bringing expensive personal electronics on the trip is done at the student’s risk and is discouraged.

Hotel:

The Director, Coach, Athletic Director, Principal or other designated district employee will discuss proper Hotel procedures, guidelines, rules and protocol for chaperones and students during hotel stays.

The following are guidelines that should be followed:

- Follow procedures regarding Hotel Accommodations, such as checking hotel rooms prior to unpacking or assigning rooms; removing access to outside phone lines or Pay-Per-View channels; issuing keys and room assignments.
- Know established guidelines regarding co-ed visitations in rooms, leaving assigned floors and usage of pool facilities.
- Meet nightly with the Director, Coach, Athletic Director, Principal or other designated district employee before doing check-ins and final room checks. Do not conduct room checks alone or without at least another chaperone. Never go into any room with a student alone. Visibly account for all students.
- Review emergency exits and procedures with students.
- Address any questions/concerns and provide directions for the next day, such as:
 1. Wake up time
 2. Breakfast – where and what time
 3. Schedule, what to wear and things to bring for the next day
 4. Advise students to split up “shower time” between the evenings and mornings to help keep things moving.
- Follow procedures for checking out of Hotel / Rooms.

Communication and Discretion:

Your student groups need to be able to be in contact with you, and vice versa. However, in order to maintain privacy of all staff, chaperones and students, please keep master rooming lists (students and staff) and cell phone numbers of chaperones and staff confidential. This is necessary to cut down on “crank calls” and potential bullying situations. All student medical information must also remain confidential. Thank you for your cooperation.