

## CHAPERONE OVERNIGHT TOUR/TRIP GUIDELINES AND RESPONSIBILITIES

These guidelines and responsibilities have been written for all those who will be acting as a chaperone for any overnight tour or trip involving ALA students. Your involvement as a chaperone comes with a responsibility to protect the well-being of each of our students.

Chaperones must adhere to the following guidelines and responsibilities. It is important for all chaperones to understand that this list is not exhaustive. It is intended to provide specific, but not exclusive. All chaperones should take time to review this document thoroughly and reflect on its implication for their particular role.

1. It is your responsibility to speak and act respectfully to all students, staff, parents and members of the public.
2. Remarks that refer to an individual's race, sex, national origin, or mental or physical disability are prohibited.
3. Drinking of alcoholic beverages, use of controlled substances, smoking, or use of tobacco products by a chaperone at any time during a tour/trip is prohibited.
4. Profanity or jokes that may be offensive to others are not permitted.
5. Chaperones must wear appropriate clothing at all times.
6. Chaperones must not dispense medicine to students without parent approval.
7. The students in each assigned group are the chaperones responsibility. They need to know the students in their group and learn their names and faces. They need to make sure all are present before moving from one place to another.
8. Chaperones are to ensure that they quiet any excessive noise or disturbances in the hotel rooms, restaurants, hallways, or any other time during the trip.
9. Chaperones are to check rooms to ensure all students are in at curfew and check with students to ensure that no students have consumed drugs, tobacco, or alcoholic beverages.
10. It is the chaperones responsibility to report any inappropriate behavior to trip advisor.
11. Sexual harassment of any person is prohibited. Chaperones must refrain from all gestures, comments, or physical contact that a reasonable person may judge as unwelcomed.
12. Chaperones need to be on time at designated meeting places and departures.
13. Chaperones need to familiarize themselves with the general instructions given to the students prior to the trip and enforce those instructions throughout the trip.
14. Sensitive information chaperones may learn about a student must be kept confidential.

I have reviewed these guidelines and responsibilities and I understand the expectations and agree to abide by the items listed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_