

## **OVERNIGHT TOUR/TRIP CHAPERONE ROLES AND RESPONSIBILITIES**

A chaperone's main duty is to assure the safety of the students participating in the tour or trip. All school rules apply on school sponsored tours. Chaperones are expected to comply with school policies, follow the directions given by the coordinating advisor/coach, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the tour/trip plan developed by the advisor/coach.

### **CHAPERONE RESPONSIBILITIES**

1. All chaperones must conform to all pertinent American Leadership Academy policies.
2. All chaperones must be at least 21 years of age and a member of the school faculty/staff or a parent of a student.
3. Chaperones will meet with the advisor/coach before the tour where all activities will be outlined, and chaperone expectations, responsibilities, and emergency procedures discussed.
4. Chaperones will assist the advisor/coach as necessary or when asked.
5. Chaperones need to familiarize themselves with the general instructions given to the students prior to the tour/trip and enforce those instructions throughout the tour/trip.
6. 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.
7. Chaperones must not dispense medicine to students without approval from a parent/guardian.
8. Chaperones must wear appropriate clothing at all times.
9. Chaperones must not use profanity.
10. Each Chaperone will be assigned responsibility for no more than ten students.
11. The students in each assigned group are the chaperones responsibility. They need to know students are in their group and learn their names and faces. They need to make sure all are present before moving from one place to another and immediately report any missing student.
12. Chaperones must ensure communication with students is clear and firm. When in doubt, over-communicate.
13. Chaperones are to ensure that they quiet any excessive noise or disturbances in the hotel rooms, restaurants, hallways, or any other time during an activity.
14. Chaperones are to check rooms, by entering the room, to ensure all students are in at curfew; check periodically to ensure lights are out at the designated time; visit with the students to ensure that no students have consumed drugs, tobacco, or alcoholic beverages; and remind them of the rules when necessary.
15. It is the chaperones responsibility to report any inappropriate behavior violations to the tour/trip advisor or coach.
16. Chaperones need to be on time at designated meeting places and departures.
17. For the protection of both students and chaperones, they should not place themselves in situations in which they are alone with a student.
18. Sensitive information chaperones may learn about a student's abilities, relationships, or background must be kept confidential.
19. When transporting students they need to stay with the group, not make unauthorized stops unless there is an emergency, not skip-planned stops, and make sure that all students are wearing seatbelts.