

## CHAPERONE OVERNIGHT TOUR/TRIP GUIDELINES AND RESPONSIBILITIES

These guidelines and responsibilities have been written for 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 use your best judgement and put student safety first and foremost in all situations to protect the well-being of each of our students. It is important for all chaperones to understand that this list is not exhaustive, but is intended to provide specific, but not exclusive guidelines.

1. All chaperones must be at least 21 years of age and a member of the school faculty/staff or a parent of a student.
2. Chaperones are expected to comply with school policies. All school policies apply when traveling for the students and chaperones.
3. Chaperones must follow the directions given by the coordinating advisor/coach, and model appropriate behavior for the students.
4. It is your responsibility to speak and act respectfully to all students, staff, parents and members of the public.
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. Remarks that refer to an individual's race, sex, gender, sexuality, national origin, or mental or physical disability are prohibited.
7. Drinking of alcoholic beverages, use of controlled substances, smoking, or use of tobacco products or vaping by a chaperone at any time during a tour/trip is prohibited.
8. Profanity and jokes that may be offensive to others are not permitted.
9. Chaperones must wear appropriate clothing at all times.
10. Chaperones must not dispense medicine to students without parent approval.
11. Chaperones may not bring other family members without prior approval from administration.
12. 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 and immediately report any missing student.
13. Chaperones must ensure communication with students is clear and firm. When in doubt, over-communicate.
14. 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.
15. Chaperones are to check rooms to ensure all students are in at the set curfew and check with students to ensure that no students have consumed drugs, tobacco, or alcoholic beverages, and remind them of the rules when necessary.
16. Chaperones need to monitor students for inappropriate contact and make sure they are not alone in unsupervised areas that are not permitted.
17. Chaperones need to monitor students for inappropriate use of media or the internet. (i.e. check with hotel staff to see if students are able to view inappropriate shows) According to school policy students accessing or downloading material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful or otherwise inappropriate is prohibited, as is behavior that is harassing.
18. 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. For the protection of both students and chaperones, they should not place themselves in situations in which they are alone with a student.
19. Chaperones need to be on time at designated meeting places and departures.
20. If transporting students you 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.
21. Sensitive information chaperones may learn about a student must be kept confidential from those other than the advisor or administration.
22. It is the chaperones responsibility to report any inappropriate behavior to the trip advisor.

Please keep in mind that in all situations on this trip you are a representative of ALA and should hold yourself and the students you are chaperoning to the high standards and personal excellence that distinguishes ALA.

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

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

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