

## **STAFF AND CHAPERONE RESPONSIBILITIES FOR SCHOOL RELATED TRIPS**

**Staff and chaperones** when responsible for school-related trips will adhere to the following procedure:

1. When a staff member who is responsible for a school-sponsored trip determines the need for chaperones, he/she will be responsible for obtaining the appropriate number of chaperones. There should be at least one chaperone per 15-20 students; however, conditions relating to the students and to the activity may necessitate additional chaperones.
2. A necessary **briefing for chaperones** (by the staff member in charge) should consist of information prior to the trip, including the following:
  - the exact specifics of the trip including programs and educational experiences
  - the time of departure, planned route and expected time of return
  - planned procedures to follow in the case of emergencies or other unusual circumstances that could occur
  - any special needs of any students
3. The staff member in charge will provide the respective building principal or athletic director with a list of chaperones at least two weeks in advance of the scheduled activity.
4. Staff and chaperones will abide by the following:
  - Ride to and from the area of destination with the students in the same means of transportation provided for the students, unless prior approval has been given by the building principal.
  - Carry a list of students and their home phone numbers for the students they are responsible for supervising and any special needs of any students including responsibility for prescription medications.
  - Watch carefully for student valuables and to check the buses thoroughly (whenever students disembark) so as to avoid leaving behind students' personal belongings.
  - A head count and/or roll call of passengers prior to any bus departure is required.
  - Abstain from the use of alcohol and illegal drugs during the entire trip.
  - Abstain from the use of tobacco in the presence of students.
  - Chaperones and staff members will refrain from transferring their role to another person during the time they are responsible for the supervision of students.
  - Chaperones or staff members will have their services for the school related trip terminated immediately in the event they violate any of the above stipulations.