Expectations And Duties Of Employee Chaperones

These guidelines, in addition to the Walden School Secondary Handbook are to help you understand the importance of your role as a chaperone. Listed below are the duties and guidelines each chaperone must follow when on a school-sponsored field trip or event. If you have any questions about these procedures and guidelines, we urge you to discuss them with the Administrator for your fieldtrip/event. Thank you for your support of school field trips and events at Walden School; you are a necessary and essential part of a successful and enjoyable school event!

1. Students must be supervised at ALL times at any school-sponsored fieldtrip or event. This means students are never to go off on their own, whether alone, in pairs, groups or otherwise.

2. Walden School faculty or staff members will accompany students on any school-sponsored field trip or event.

3. When feasible, chaperones will be teachers or staff members who are subject appropriate to the country they are visiting.

4. Extended field trips will provide for at least one adult chaperone for every 10 students. Male and female adult chaperones shall be provided for all overnight trips which are co-educational. For trips involving international or domestic overnight travel, the adult/pupil ratio will also be 10:1 or less. This ratio should be followed unless special permission to alter it becomes necessary due to extenuating circumstances. If in the opinion of the trip leader the above ratio is unworkable for a specific trip, he/she should consult with the School Administrator.

5. Chaperones will be selected for local, national and international travel by the School Administrator per the Walden Expedition Chaperone Selection Policy.

6. Chaperones must be readily available, be mindful of safety concerns, and respond to students’ needs at any school-sponsored field trip or event and contact the Administrator if deemed necessary.

7. If a serious emergency occurs, the chaperones in charge shall promptly report the situation to your Administrator first and then the parents of the student(s) involved in the emergency after speaking with the Administrator. Chaperones must keep a record of emergency contact numbers and designated contact persons for students.

8. Student misconduct observed by or reported to a chaperone must be immediately reported by the trip leader to the Administrator for handling in accordance with the school’s disciplinary policies.

9. Chaperones must consider that students may not be sent home by themselves for disciplinary reasons. Chaperones must take with them the Administrator's phone number to confer on disciplinary action if necessary.

10. All chaperones, by virtue of their desire to provide the best learning situation for students, will exercise such judgment in their activities as to motivate students to comply with the student code of conduct.

11. Chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol at any school-sponsored fieldtrip or event; THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS EXPECTATION!

12. Chaperones are not permitted to use tobacco in the presence of, or within sight of, students at any school-sponsored fieldtrip or event.

13. Chaperones are not permitted to possess any weapons at any school-sponsored fieldtrip or event.

14. Chaperones may need to administer prescription or non-prescription medications to students at any school-sponsored fieldtrip or event per the parent’s request.

15. Family members or friends of a chaperone may not participate in a school-sponsored fieldtrip.
16. Children of faculty and staff members that are under the age of 18 will not be permitted to participate in a school-sponsored fieldtrip unless they are a current student.

17. While participating in a school-sponsored fieldtrip or event, chaperones are expected to follow the directions given by the school’s Administrator, comply with school policies, work cooperatively with other chaperones, and model appropriate behaviors for students.

18. All individuals participating on a trip that are 18 years of age and older, including adults and students, must successfully complete a background check.

19. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

20. Chaperones may not deviate from the established itinerary and group at ANY time.

21. The trip leaders must provide an itinerary of the trip to both parents and students. Chaperones must also provide telephone numbers and addresses of all accommodations to the parents while being abroad.

22. At least one chaperone will be assigned to a room on the same floor as and in close proximity to student rooms. If multiple chaperones are assigned to a floor, those chaperones should be interspersed amongst the student rooms.

23. Whenever possible, the trip leaders must ensure the removal of mini bars from all student hotel rooms.

24. Chaperones must ensure that male and female students shall be housed in separate rooms and whenever possible, separate floors. All co-educational contacts and activities will take place in public areas of the building or housing accommodations under adult supervision. Additionally, chaperones will supervise to ensure that female and male students are not visiting each others rooms without an adult chaperone present at all times.

25. A curfew will be established by the trip leaders and other adult chaperones. All students must be in their assigned rooms by curfew. Male students must never spend unsupervised time in female students’ rooms and female students must never spend unsupervised time in male students’ rooms.

26. Each night after curfew, chaperones will conduct room checks. Chaperones must ensure that each student is in their assigned room. Chaperones should be the last individuals to retire to their rooms for the night.

27. Chaperones may be expected to monitor students in shifts during the night, as designated by the trip leader and Administrator.

28. Whenever possible, a chaperone must be accompanied by another adult chaperone when entering a student room.

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As a chaperone I understand that my duties and responsibilities are first to the safety and welfare of the students for whom I am in charge. I will take prudent measures to ensure the safety of our students.

I have read the appropriate documents, Participation Contract for Students/Behavior Conduct, the Walden School Chaperone Expectation Guidelines, regarding field trips and travel. I understand and accept that it is my responsibility to enforce these standards of conduct with the students that I chaperone.

I, ____________________________, have read and understand all the responsibilities and duties as chaperone and I have accepted these responsibilities.

Signature of Chaperone: ____________________________ Date: ____________________