



LOYOLA ACADEMY

Expectations And Duties Of Chaperones

These guidelines, in addition to the Loyola Academy Faculty Handbook and the Loyola Academy Staff 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 fieldtrip or event. If you have any questions about these procedures and guidelines, we urge you to discuss them with the supervising administrator for your fieldtrip/event or the Principal. Thank you for your support of school fieldtrips and events at Loyola Academy; 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.
2. Loyola Academy faculty or staff members will accompany students on any school-sponsored fieldtrip or event.
3. When feasible, chaperones will be teachers or staff members who are subject appropriate to the country they are visiting.
4. Extended fieldtrips will provide for one adult chaperone for every 8 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 8:1. This ratio should be followed unless special permission to alter it becomes necessary due to extenuating circumstances. If in the opinion of the supervising chaperone the above ratio is unworkable for a specific trip, he/she may choose to consult with the supervising administrator or Principal.
5. Additional teacher chaperones will be considered first on subject appropriateness. Other chaperones will have to be approved by the supervising administrator and Principal.
6. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs at any school-sponsored fieldtrip or event.
7. If a serious emergency occurs, the chaperones in charge shall promptly report the situation to the Principal, supervising administrator, and the parents of the student(s) involved in the emergency. 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 supervising chaperone to the supervising administrator and Principal 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 supervising administrator's and Principal'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 supervising administrators, comply with school policies, work cooperatively with other chaperones, and model appropriate behaviors for students.
18. Chaperones are not allowed to transport students in their personal vehicles to any school-sponsored fieldtrip or event.
19. All individuals participating on a trip that are 18 years of age and older, including adults and students, must successfully complete a background check, the Child Abuse And Neglect Tracking System (CANTS) form, and VIRTUS training.
20. 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.
21. Chaperones may not deviate from the established itinerary and group.
22. The supervising chaperone 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.
23. 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.
24. Whenever possible, the supervising chaperone must ensure the removal of mini bars from all student hotel rooms.
25. Chaperones must ensure that male and female students shall be housed on separate floors or wings (if housing is in a single-story complex). All co-educational contacts and activities will take place in public areas of the building or housing accommodations under adult supervision.
26. A curfew will be established by the supervising chaperone and other adult chaperones. All students must be in their assigned rooms by curfew.
27. 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.
28. Chaperones may be expected to monitor students in shifts during the night, as designated by the supervising chaperone.
29. Whenever possible, a chaperone must be accompanied by another adult chaperone when entering a student room.

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, Travel Guidelines For Students/Standards Of Conduct, the Loyola Academy Student Handbook, and the Loyola Academy Faculty Handbook or the Loyola Academy Staff Handbook, regarding fieldtrips 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: _____