

Day Group Chaperone Guidelines

Thank you for choosing to take the time to chaperone our 7th/8th grade trip to Washington DC. What does a chaperone do? Here are some guidelines for supervision of your students on the trip.

- Learn the names of each student assigned to you as quickly as possible
- You will take the place of the student's parent/guardian on the trip, and will be responsible for the, the entire trip.
- Maintain a fair, firm and friendly relationship
- Help enforce the students' compliance with school rules and code of conduct
- Deal with minor discipline problems (talking during guided tours or when instructions are being given)
- If a student is unruly, talk with the student or have the student sit or walk with you. If you need assistance, please see a member of the Washington DC Committee. The names and cell phone numbers are on the back of your name badge.
- Bus captains will be on each bus. Their responsibilities include assisting with head counts and setting the tone on the bus. Bus captains will work together with the committee to assure a safe and enjoyable bus experience. Boys and girls are not allowed to sit together at night. Quiet time will be enforced.
- When making decisions or giving permission, consider the following: Is it safe? Is it against school rules? How will it affect the rest of the groups? Could every student be allowed to do this? If in doubt say NO or check with a leader or committee member.
- **YOU ARE RESPONSIBLE FOR YOUR STUDENTS AT ALL TIMES, AND THE STUDENTS ARE RESPONSIBLE TO YOU AT ALL TIMES!**
- Listen to the directions at each stop and be sure you and your students are in the right place and on TIME.
- It is your responsibility to make sure EACH morning your students are awake and ready to go.
- Please remember this is a school trip and we are representing Kenowa Hills
- Please bring your cell phone and charger and ensure a charged phone all day. During the day you might need to be reached and there may not be outlets on the bus.
- A business center is available at the hotel to check email. Wireless service is available for a daily out of pocket fee.
- Each night at the hotel there will be a mandatory chaperone meeting to discuss the next day's events and to visit as a group.
- There will be over the counter medications (Tylenol, Motrin, sanitary items, etc.) on each bus for parents and students if needed.
- If students are taking pictures, please enforce that they are appropriate.
- We want everyone to have a great time, enjoy the trip and have valuable educational and social experience. By working together and enforcing the same rules and expectations, we can accomplish these goals.

We want to thank you for volunteering your time to chaperone this education trip. We appreciate your efforts to make this trip a success.

-The Washington DC Committee