

SENIOR TRIP GUIDELINES AND PROCEDURES

CHAPERONE SELECTION

1. Mid-September Senior Class Meeting: Class Advisor(s) ask for names in suggestion box, emails, FB, etc. Suggestion box closed September 25.
2. Early October: Class Advisor(s) have narrowed list to 10 options, sent list to families and ask for any extreme opposition to be expressed privately. Class Advisor(s) have reached out to 10 to ask if they are interested and willing to take a background check (following procedures school substitutes must abide by). Class Advisor(s) have asked potential chaperones to fill out questionnaires detailing travel and chaperone experience.
3. Mid-October: All potential chaperones deliver questionnaires to Class Advisor(s).
4. October School Board Meeting (third Wednesday): Chaperone Selection Board (superintendent, Class Advisor(s), Advisor Coordinator, Board member) has reviewed list of 10 and background checks, narrows list to 4 best candidates and delivers recommendations to School Board.
5. Late-October Senior Class Meeting: Class Advisor(s) deliver 4 names to families/students for voting. 2 chaperones selected, 2 used for alternates.

Desired Qualities in a Chaperone

- Community-oriented
- Conscientious
- Energetic
- Organized, punctual
- Flexible, able to think on your feet
- Willing to work in a team approach with other chaperones, speak with a unified voice
- Leadership skills, willing to make decisions
- Communication skills
- Travel experience (cities, planes, cabs, etc.) is a plus
- Experience working with adolescent students is a plus

Chaperone Pre-Trip Responsibilities

- Make themselves available to families and students by phone, email
- Make use of list of previous chaperones for advice and preparation (provided by Advisor Coordinator)
- Post selection, attend Senior Trip Meeting (ideally this will be the meeting with the principal to sign waivers) to be introduced
- Complete FERPA training

Chaperone Conduct

- See that students are properly dressed and ready to depart promptly for each activity.
- Always accompany the group and be available to lend assistance throughout the day. Chaperones will remain with students at all times. If small groups of students are allowed to be on their own, chaperones must remain accessible via mobile phone or physical meeting point in the area. Chaperones should make all efforts to keep required ratio of 6:1 while satisfying desires of students.
- Inform students of emergency procedures as necessary. Maintain accurate medical & contact information for each student in case of emergencies.
- Check students' rooms nightly to ensure quiet groups, lights out and no unauthorized visitors.
- Keep the group together at the airports and tour sites. Make sure that all students have tickets.
- Check students' rooms before departure from the hotel to ensure nothing is left behind. Ensure no damage or mess is left behind that will incur additional charges.
- Help students when necessary, but also ensure that they understand that they are responsible for their own actions and possible reactions.
- Instruct students on how to properly and safely handle all situations which may arise during the course of the trip and accompanying activities.
- Exercise a degree of supervision over any activity involving the students which is commensurate with the degree of hazards involved
- Make every effort to create a safe environment for students by encouraging smart decisions and abiding by all local laws. Chaperones are expected to abide by the same conduct rules as the students. Remember to lead by example.

STUDENT CONDUCT

To ensure a safe, fun and educational experience for everyone it is important that each participant understands and respects the trip rules. Therefore, we are asking that you review these behavior guidelines prior to traveling so that there are no surprises. The trip leader also is aware and has a copy of these guidelines and will review them with you throughout the trip.

- Pre-departure bag check. The night prior to departure, students, parents, and chaperones will meet in the school library for a bag check to make sure we have no items that would be considered “not allowed” stowed in someone’s luggage. Luggage will remain in the locked library until it is time to leave. Baggage brought the day of departure will be subject to a bag check.
- Be considerate. Act as the young adults you are. Remember you are representatives of Vinalhaven and Maine, and sometimes the United States. Remember you are a guest in your area. Behave as you wish a visitor to your home would act.
- Be kind and considerate to your group. You will be together all day; learn to “give and take “as friends.
- Follow all local laws, programs rules and location guidelines. Observe all local traffic and safety precautions. Use special care when on elevated walkways, escalators, elevators, stairs or balconies. For your personal safety, the scaling or climbing of structures, ledges, walls or embankments that have not been designed for that purpose is strictly prohibited.
- Students are obligated to follow the programs planned on the itinerary. Students cannot pick and choose what events they will attend. Scheduled programs will be attended as a group.
- Follow the directions or instructions given to you by the chaperones regarding the rules of safe conduct. Make chaperones aware of your location at all times, even if this means going to the bathroom, running quickly back to your room, etc. If a problem arises contact the trip chaperone immediately, make sure that you provide all necessary information so that the problem can be handled in a timely manner.
- Be safe and respectful in the hotel.
 - Keep your room clean and organized throughout the trip. Remember you are financially responsible for any damage done.
 - Respect your roommates;’ personal space and items.

- Review general hotel fire procedures usually found on your room door. Locate the nearest fire exit from your room and be aware of the locations of safety equipment.
- Running and loud talking in your room or in hallways disturbs other guests.
- Do not leave valuables in your room, if you have brought a considerable amount of money, please entrust it to one of the chaperones or use the hotel safety deposit box. Never leave your room unlocked, even when occupied, and be certain that the door is locked when you leave the room.
- If someone knocks on your door find out who it is before you open the door. If there is a peephole in the door use it. Always attach the security chain or privacy lock when you are in room.
- Be prepared! Before leaving your room each morning, check the weather and dress accordingly. Bring only what you will need for the day, including sweaters and jackets. Be careful with valuables.
- Use the buddy system; your personal safety is a priority. Have a buddy with you at all times.
- Be on time so that the rest of the group does not have to wait for you.
- Be courteous and attentive to those providing information or instructions. Talking and side conversations may lead to miscommunication problems amount the group and/or chaperones
- No ALCOHOL, TOBACCO PRODUCTS (including cigarettes and e-cigarettes), or DRUGS of any kind will be permitted. FIREWORKS are not permitted.
- Do not give strangers any personal information. Non-group members are not to be taken to hotel rooms under any circumstances.
- Stay healthy and hydrated. Drink more water than you think you need, especially in dry climates or high altitudes. Strive for balanced meals. At the buffets, take all that you want, but also eat all that you take.
- Any damages that take place and any costs incurred as a result, regardless of reason, will be the responsibility of the individual student(s) and / or family of that student. The school will not be responsible for the costs or liability associated with any damages incurred.
- Violations of the rules may result in penalties being imposed by local authorities. Should a student be in violation of local rules, regulations, or laws and find themselves in dealings with or custody of local authorities, a

family member is required to come pick up the student. The school will not be liable for any costs, (travel, legal, or civil) associated with these violations.

All penalties will be at discretion of chaperones. Students will follow all school rules and local laws while on class trip. In case of any infraction, the following penalizations will apply:

- Reprimand
- Call to family with chaperone
- Travel home early. A family member will be required to pick the student up on location.

We are aware that the above guidelines and regulations were developed by SAD #8- the Vinalhaven School Department, and have been agreed upon by the chaperones, as well as by their parents and students, as a condition of their participation in this trip. By signing, you also understand and acknowledge the final two bullet points and accept those as ultimate pre-conditions for the student's participation in this activity.

Any senior who is deemed by the administration to be ineligible to graduate at the end of the third quarter will not be allowed to go on the senior class trip. Any student found to be in violation of the Student Drug & Alcohol & Tobacco policy (JICH-VH) will be disciplined under the provisions of policy JICH and, after careful consideration, may not be permitted to participate in class trips. Students determined to be selling or distributing drugs, alcohol, or tobacco products on school property or at a school event will not be permitted to participate in class trips. The principal is responsible for investigating these matters and, after consultation with the superintendent, will determine the appropriate discipline.

STUDENT SIGNATURE

Date

PARENT SIGNATURE

Date

EMERGENCY PROCEDURES

Pre-Trip

- Chaperones will call families 2-4 weeks prior to trip to review concerns or medical details.
- Chaperones will receive an “Emergency Folder” from the school with students’ allergies, medical information and emergency contacts, and trip insurance and itinerary information.
- Chaperones will meet with school administration to review Emergency Procedures.
- Traveling students and chaperones will input local authority/embassy and medical centers into mobile phones before traveling (ideally, at final class meeting).
 - Classes can consider distributing a “wallet card” to students and chaperones with this information in case of lack of mobile device access.
 - Chaperones will input trip insurance information into phones prior to departing.

Recommended:

- Chaperones may meet with students without parents to ask about “unofficial” concerns. In the past, this has been done by gender.
- Class Advisor(s) may bring chaperones into class discussion about the itinerary as soon as selection process is complete. Chaperones can use this time to familiarize themselves with students and their desires regarding the trip itinerary.

During Trip

- The Class Advisor(s) will be on call 24/7 while class is traveling and is the first point of contact for chaperones in general distress.
- In case of any emergency, group or individual, chaperones’ first priority will be to gather all students together and ensure their safety. Chaperones will then contact the school principal who will advise on next steps based on School Emergency Procedures. In the case of a medical emergency involving an individual, the chaperone will contact the students’ family prior to contacting the principal.
- Chaperones will agree to use their mobile device in case of an emergency with option for reimbursement upon return.

- Activities may need to be adjusted by chaperone ratio, based on an emergency.
- Chaperones will establish a meeting point at all locations in case of emergency.

<u>Cross Reference:</u>	JICH-VH	Student Drug, Alcohol and Tobacco Use Policy
	JJE-VH	Student Fundraising
	JJH-R	Senior Class Trip Planning Procedure
	JJH-R	Chaperone Responsibilities
	JJH-R	Student Behavior Guidelines

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