



## Overnight Trip Chaperone Guidelines

1. Overnight trip chaperones must go through a background check and fingerprinting as per Seminole County Public Schools policy. The process must be done by January 31, 2010. (See SCPS Fingerprinting Information flyer on the trip webpage at [www.lymanband.com](http://www.lymanband.com))
2. Chaperones will receive their instructions from Mr. Muse or Mr. Porter.
3. Refer ALL discipline issues to Mr. Muse or Mr. Porter. Discipline issues will be handled by the directors according to Seminole County Public Schools policy.
4. Check for every student in your group whenever you get on or off the bus. You are responsible for counting your group at arrival and departure at every stop.
5. Know your schedule! Make sure that your daytime tour group is where it needs to be when it needs to be.
6. Give clear directions to your group. Let your group know when and where you expect them to meet you in the morning (i.e., breakfast room, your hallway elevator, or outside your room).
7. Escort students to and from the bathrooms at venues. Ladies, team up with a male chaperone to escort the boys; gentlemen, team up with a female chaperone.
8. Remind students in your daytime tour group to bring any medicine along they may need during the day (students may need to take an afternoon dose and an evening dose).
9. If a student in your group becomes ill:
  - o Contact Mr. Muse or Mr. Porter immediately.
  - o Pass responsibility of your group (day or night) to another chaperone while you assist the student that's sick.
  - o You will need to get the Travel and Medical Form and any important medical information.
  - o Consult with Mr. Muse and Mr. Porter on any questions.
  - o You may have to go back to the hotel or to an emergency care center with that student.
10. Chaperones will patrol the hallways at bedtime to make sure everyone is safe and where they should be. No student is allowed in the hall after curfew for any reason.
11. Phones in the hotel rooms will be turned off. You will only be able to call room to room, the front desk, and 911. Students may bring cell phones on this trip. Cell phones may only be used to contact a student's parents or a chaperone on the trip. All chaperones should bring their cell phones if possible. A phone tree will be distributed prior to the trip.
12. Seminole County Public Schools require a smoke free environment; therefore chaperones should refrain from using tobacco products while in the presence of students. The consumption of alcohol is strictly prohibited on a school related trip.
13. Please remember that you are essential to the success of this trip. All chaperones must participate in all activities. You are along for the students' well-being and must put the needs of the students and directors first. This is a once-in-a-lifetime opportunity for these kids, and even though you may be really tired, and feeling grumpy, please try to keep it to yourself.