

High School Protocol for Day Trips and Overnight Trips and Chaperone Conduct Guidelines

Protocols and Conduct:

- All volunteer clearance forms and online certifications must be performed and verified by the school prior to volunteering or working with children.
- Drivers must have completed the online class and printed their certificates, in addition to turning in all appropriate paperwork to the front office.
- Supervision of students is an active responsibility
- Interaction with students is encouraged
- Pay attention and insist upon students' physical and emotional safety
- Ask clarifying questions of students for any situation that doesn't look or feel right
- Remind students of school rules and expectations for behavior and/or proper treatment of fellow students
- Enforcement of school rules at all times
- Proper supervisory ratios must be maintained
- Never drive alone in a personal vehicle with one student
- Keep doors open in a room where a student might enter
- Knowing where/having access to students' emergency information is a foundation for successful supervision
- For room checks, always perform supervision in pairs. One chaperone stands at the door while the other chaperone enters the room. Always notify students before entering a room.
- Bag checks before school trips is appropriate
- For swimming, active supervision must be conducted in a 2:15 ratio
- No alcohol or mood-altering substances should be consumed before going on duty or while on supervision duty

- Supervisors should always spread out to maintain eye contact with every group of students and to have all areas covered.
- Chaperones should stay on the same sleeping floors as students
- Periodic attendance checks are recommended to ensure that students are present
- Written documentation of incidents is required
- Immediate communication with school administration and/or parents in the case of an incident, is required

Day Trips involving vehicle transportation:

- 1 Chaperone to 12 students ratio. (once at final destination)
- If only 1 Adult Chaperone, must have at least 2 students on Field trip and no more than 12.
- Only 1 Chaperone needed per School Van, Car, or Bus.

Over Night Trips Single Gender:

- 1 Chaperone to 12 students ratio. (once at final destination)
- Only 1 Chaperone needed per School Van, Car, or Bus.
- Must have 1 Chaperone same gender as students.
- If only 1 Adult Chaperone, must have at least 2 students on Field trip and no more than 12.
- Students only room with Students from same school.

Over Night Trips Mixed Gender:

- 1 Chaperone to 12 students ratio. (once at final destination)
- Only 1 Chaperone needed per school van, car, or bus.
- Must have at least 1 male and 1 female chaperone

- If there are not 2 chaperones of same gender, bed Check will be conducted as follows: Male Chaperone will enter boy's room while female chaperone stands in door way keeping the male chaperone in sight while he checks the boy's room. The Chaperones will then switch roles to check the girl's room.
- Students only room with Students from same school of same gender.

Swimming Pools and Hot tubs:

- Students are allowed to swim in pools, if monitored by 2 adult chaperones.
- Adult chaperone must be present even if Life guard is on duty.
- Students must swim with a buddy at all times.

Lake or Ocean:

- Students may swim in a lake or the ocean if a Life guard is on duty.
- 2 Adult Chaperones must be monitoring students.
- Students must swim with a buddy at all times.

Code of Conduct: Chaperones

1. I agree to be responsible for the children assigned to me
2. I agree to follow the requirements of the Diocese of Monterey's Safe Environment Program
3. I agree to be a good role model in my interactions with the young people on this trip by:
 - a. Dressing appropriately
 - b. Not consuming alcohol
 - c. Not smoking or using tobacco products
 - d. Not using illegal drugs
 - e. Not possessing a weapon
 - f. Being respectful to young people, adults, and others I may encounter on this trip

Signature

Print Name

Mission College Preparatory Catholic High School events for 2015-2016

Event

Date