

Athletic Policy**PREAMBLE**

Representing Leslie Public Schools in interscholastic athletics is a privilege and not a right. Students who participate in interscholastic athletics are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship, and good training, which includes abstaining from the use of tobacco, alcohol, and drugs. Separate and apart from a student's performance as an athlete, the student's conduct, sportsmanship, citizenship, and training reflect, at all times on the student/athlete, his or her team, our school, and our community. Accordingly, this Athletic Participation Agreement has been established for all students who aspire to participate in interscholastic athletics at Leslie High School.

**LESLIE HIGH SCHOOL ATHLETIC PHILOSOPHY STATEMENT**

The purpose of the Leslie High School Athletic Program is to assist in the development of the physical, social, mental and emotional well being of the student. While it is understood that winning is the reward for excellence, it is also emphasized that winning must be done with integrity and good sportsmanship to effectively develop worthwhile character traits in the participants.

It is the intent of the Leslie Athletic Program to encourage participation of all students and to continue to build a winning tradition. We believe that participation in athletics is an excellent method to prepare our young people to be positive, productive citizens and leaders in their community.

**MEMBERSHIP IN THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION**

Leslie High School is a member of the Michigan High School Athletic Association (MHSAA) and is thereby responsible for following all rules of this governing body. Student/athletes and parents may request these policies from the athletic director.

## **PHYSICAL EXAMS**

No student/athlete shall participate in any phase of the L.H.S. athletic program without a physical examination card filed in the athletic office for the current school year. This card must be signed by the examiner (M.D., D.O., Physician's Assistant or Nurse Practitioner), indicating that the student/athlete is physically able to compete in athletic activities. For the card to be valid, the physical examination must be given on or after April 15 of the previous school year. As a further condition of participation, an unemancipated minor's parent or guardian must also consent to the student's athletic participation. In cases of serious injury or extended illness, school officials reserve the right to require a student/athlete to be re-examined by a physician (M.D. or D.O.) before returning to participate in interscholastic athletics.

## **DURATION OF POLICY**

The Leslie High School Athletic Policy is in effect 12 months a year. Student/athletes are subject to the consequences of this policy for as long as they are students at Leslie High School. Student/athletes become subject to this policy on the day of the first official practice of the first sport they participate in.

## **ATTENDANCE**

Student/athletes must be present at all games and practices as designated by the coach, unless absent from school due to personal illness, doctor's appointment, or coach's permission prior to the absence. Student/athletes must be in classroom attendance all day in order to dress and participate for an athletic contest or practice that day. Under emergency circumstances, the athletic director or Principal may grant a written exception to this rule.

Truancy from class on a practice day will result in the student/athlete being held out of the next practice after the truancy is noticed. Truancy from class on a game day will result in the student/athlete being held out of the next game after the truancy is noticed.

## **CODE OF CONDUCT**

The following Code of Conduct has been established to maintain the high standards that are expected of all student/athletes who represent Leslie High School.

### **I. Substance Abuse**

**Illegal Drugs:** Student/athletes may not use, possess, or distribute illegal drugs (including anabolic steroids and "look alike" drugs), or drug paraphernalia.

Alcoholic Beverages: Student/athletes may not use, possess, or distribute alcoholic beverages.

Tobacco substances or devices (i.e., pipes, rolling papers, etc.):  
Student/athletes may not use, possess, or distribute tobacco products or devices.

*First Offense* – Suspension for one half (1/2) of the in-sport season. The suspension will take place immediately, upon proof of the violation, and will run consecutively from that point. Student/athletes suspended during the off-season shall begin their suspension at the beginning of the next sport they participate in.

- If the suspension occurs beyond the point of one half season, the suspension or remainder of the same will take place the next time said student/athlete participates in a sport (same school year or next, if offense occurs in the spring).
- If the suspension does not exceed beyond the end of the season, the following requirements must be met, unless the student/athlete is suspended from school. Failure to meet these requirements will lead to dismissal from the team.
  - Suspended student/athletes must attend and participate in all practices during suspension.
  - Suspended student/athletes must travel with the team to all scheduled contests during the suspension.
  - Suspended student/athletes must sit with the team, but may not be in uniform.
- If the suspension exceeds the remaining athletic contests in the current season, he/she will turn in his/her equipment and be dismissed from the team.

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*Second Offense* - Suspension from athletics at Leslie High School for one calendar year. The suspension will take place immediately upon proof of the violation. The student/athlete will not be involved with any LHS team during this suspension. The student/athlete may apply for reinstatement after a minimum of three months if he/she has successfully completed an accredited substance abuse treatment program and is actively involved in post-treatment aftercare. This request will be considered by the Athletic Council. If, after reinstatement the student/athlete is again suspended for alcohol/drug-related incidents, he/she will be suspended for the remainder of his/her career.

*Third Offense* - Suspension from all athletics at Leslie High School for the remainder of the student/athlete's academic career. Application for reinstatement may take place, under the conditions listed above, only if the second alcohol/drug suspension was not lifted by the Athletic Council.

## **II. Criminal Behavior**

Any student/athlete charged with a felony or criminal misdemeanor, other than a minor traffic violation, shall be immediately suspended from athletic participation pending an investigation by the athletic director and Principal. A conviction in the criminal case is NOT necessary to establish a violation of the Athletic Policy. Upon conviction of a felony or a criminal misdemeanor, at the discretion of the Principal and athletic director, the stated “offense order” may be superceded up to and including permanent removal from all athletic teams. If the athletic director and Principal conclude that the student/athlete has violated the Athletic Policy, the suspension from athletics shall continue as described below and will be served in the same manner as a substance abuse violation:

*First Offense:* The student/athlete will be suspended for one-half of the current (or next, if not currently participating) athletic season.

*Second Offense:* The student/athlete will be suspended for one calendar year, beginning with the date charges are officially filed.

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*Third Offense:* The student/athlete will be suspended for the remainder of his/her academic career at Leslie High School.

## **III. School Suspensions**

Loss of all school privileges (no practice or contests) during the duration of the suspension. Serious or repeated infractions may be dealt with more severely as deemed by the athletic director and/or coach. The student/athlete may not participate in a scheduled contest until he/she returns to school.

## **IV. Hazing**

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. Hazing is defined as any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. Student/athletes engaging in such behavior may expect that their coach and/or the athletic director will discipline them based on the severity of the incident.

## **V. Unsportsmanlike Conduct**

Defined as ejection from a contest.

- *First Offense:* Follow MHSAA policy (suspended from next contest date).
- *Second Offense:* Suspended from two contest dates after ejection.
- *Third Offense:* Suspension for remainder of season.

## **VI. Quitting a Sport After the First Contest**

Penalty shall be suspension for one-fourth (1/4) of the next sport season the student/athlete participates in during the current or following school year. Suspension may be lifted with a written statement of re-instatement from the coach of the sport from which the student/athlete quits.

## **VII. All Other Violations**

All other violations of the Leslie High School student handbook may lead to disciplinary action for LHS student/athletes. Behavior such as, but not limited to, being disruptive in class, using profane language, cheating, insubordination to any staff member, or sexual harassment, are NOT acceptable. Student/athletes engaging in such behaviors may expect to be disciplined beyond what is called for in the LHS student handbook by their coach and/or the athletic director.

### **POLICY FOR TRANSFER STUDENT FOLLOWING VIOLATIONS OF ORIGINAL SCHOOL'S ATHLETIC POLICY**

Leslie High School will enforce upon a transfer student any period of ineligibility to which the student would have been subject as a result of athletic code violations at that student's most recent previously-attended school.

A student who transfers to Leslie High School after becoming ineligible because of an athletic conduct code violation at the previously attended school shall remain ineligible at Leslie High School for the period of time covered by the LHS policy. This will be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Leslie High School and the Michigan High School Athletic Association (Regulation I, Section 9).

The student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Leslie High School from teams, positions, events, and awards until the full period of ineligibility has been served.

## **ACADEMIC ELIGIBILITY**

### **Previous Semester Record:**

Student/athletes must have received a minimum of 25 credit hours of work taken the previous semester of enrollment. A student/athlete who has taken six classes must have successfully passed five of them. "Successfully passed" means the minimum grade of *D-minus*. Any student/athlete taking less than six classes must pass all of them. If a student/athlete does not meet the previous semester requirements, he/she will be ineligible for the first nine-week marking period of the next semester. The student/athlete will become eligible the second nine weeks of the next semester, providing he/she passes the required number of classes during the marking period he/she is ineligible. Failure to do this will result in the student/athlete losing eligibility for the entire semester.

NOTE: Any student/athlete who does not pass at least four classes the previous semester will be ineligible for the full semester and will NOT have the opportunity to sit out only nine weeks. The MHSAA requires each student/athlete to pass at least four classes to be eligible.

### **Special Ninth Grade Standards:**

All students entering the ninth grade are automatically eligible for athletic participation.

### **Current Semester Record:**

A student/athlete must be carrying and doing passing work in at least 25 credit hours (five classes). The athletic director will submit eligibility cards to each student/athlete's teachers every two weeks for signatures. Each eligibility card will have two columns, one for scholastic (grade) achievement and one for behavior and attitude displayed in the classroom. Each teacher will sign the card in both columns. If a student/athlete is carrying less than five classes, he/she must receive all "yes" signatures on his/her eligibility card. A student/athlete with five or six classes may receive no more than one "no" signature in either column. If a student/athlete is declared ineligible because of the two-week eligibility, he/she will be ineligible for the next two weeks, unless the athletic director receives written notification from the teachers involved after one week that the student/athlete is passing the class.

## **APPEAL PROCESS**

Student/athletes are entitled to due process once the athletic director has handed down a suspension. The student/athletes will have one calendar week to appeal an athletic suspension or other consequence. Student/athletes will remain under suspension during the appeal. Should the student/athlete and his/her parents wish to appeal the athletic director's decision, the following steps must be followed:

- First:           The Athletic Council
- Second:        The Superintendent of Schools
- Third:          The Board of Education

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The Athletic Council shall be comprised of the building Principal, assistant Principal (if not also the athletic director), counselor, a mutually agreed-upon teacher (non-coach), the head coach of the sport involved, and the athlete's immediate coach. The athletic director will be involved in appeals to the Athletic Council, but will be a non-voting member.

## **SPORTS OFFERED AT LHS**

Fall:

Football  
Boys and Girls Cross Country  
Boys Golf  
Girls Tennis  
Girls Basketball  
Sideline Cheerleading

Winter:

Boys Basketball  
Wrestling  
Volleyball  
Competitive Cheerleading  
Sideline Cheerleading

Spring:

Baseball  
Boys and Girls Track  
Boys Tennis  
Girls Softball

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STUDENT/ATHLETE/PARENT ACKNOWLEDGEMENT FOR  
LESLIE HIGH SCHOOL ATHLETIC DEPARTMENT

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Student/athlete's name (please print)

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School Year

AS A LESLIE HIGH SCHOOL STUDENT/ATHLETE AND THE PARENT/GUARDIAN OF SAID STUDENT/ATHLETE, WHO IS VOLUNTARILY PARTICIPATING IN INTERSCHOLASTIC ATHLETICS:

1. I understand and will abide by the Leslie High School Athletic Policy, the LHS student handbook, the rules of my team, and the rules of the Michigan High School Athletic Association.
2. I will be responsible for all athletic equipment issued to me during the season. I will return such equipment at the end of the season. I agree to pay the current replacement cost of such equipment if it is not returned in good condition at the end of the season. I understand that student/athletes will not participate in further athletic activities or walk at graduation until any said costs are paid.
3. I understand the inherent danger of athletic participation. I know that injuries can and do occur as a result of athletic participation. Such injuries may include (but are not limited to) sprains, fractures, ligament and/or cartilage damage; and may result in temporary (or permanent), partial (or complete) impairment in the use of my limbs; brain damage; paralysis; or even death. I participate in interscholastic athletics knowing these risks.
4. I understand that Leslie High School does NOT provide health insurance for student/athletes and that such insurance is the responsibility of the family.

5. I understand that I will be required to travel off campus for the purpose of athletic participation and that transportation will be provided by the school, coaches, or advisors.

\_\_\_\_\_  
Student/athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

EACH STUDENT/ATHLETE AND PARENT OR GUARDIAN MUST SIGN THIS ACKNOWLEDGMENT FORM AFTER READING THE ATHLETIC POLICY. IT IS A REQUIREMENT FOR PARTICIPATION IN ANY FORM OF ATHLETICS AT LESLIE HIGH SCHOOL.

Scheduling Rules

- Field trip requests of one day or less should be submitted to the building Principal for approval not less than two weeks before the expected date of the field trip.
- The building Principal's approval must be given before any field trip's final plans are completed.
- Overnight field trips must be submitted in sufficient time to allow for action by the Board of Education at a regular scheduled Board meeting.
- The student's age and interest are to be taken into consideration when planning a field trip. Trips of extended length, more than 100 miles round trip, for lower elementary students should only be taken when unique educational areas are to be visited.
- Roller skating trips taken during the school day shall be limited to one such event per year for each classroom. Roller skating trips may be approved for those students in grades two through eight. Second grade roller skating trips shall be taken after May 1.
- Students who elect not to participate in a particular field trip will be allowed to remain in school in an alternative education setting.
- Grade levels should not duplicate trips from one year to the next. Teachers and Principals are expected to prepare and check a master field trip calendar before scheduling.
- Trips which have been established as "trips" for a particular grade should not be infringed upon, such as: fifth grade to Greenfield Village, sixth grade to camp, and eighth grade to Cedar Point.

LESLIE HIGH SCHOOL  
PERMISSION SLIP SCHOOL FIELD TRIP

STUDENT'S NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

This student is a member of \_\_\_\_\_, a group sponsored  
(Name of organization)

by the Leslie Public Schools. This group's sponsor and primary chaperonee for this trip is:

\_\_\_\_\_  
(Name of teacher sponsor)

This student has my permission to travel as a member of this group to:

\_\_\_\_\_. He/she will leave the school on  
(Destination)

\_\_\_\_\_ at \_\_\_\_\_ and travel by \_\_\_\_\_  
(Date) (Time) (car, bus, etc.)

to \_\_\_\_\_.  
(Destination)

We will be arriving back at school at approximately \_\_\_\_\_.  
(Time)

I understand and my son/daughter understands that all school rules will apply during this trip.

Signature of parent or legal guardian: \_\_\_\_\_

Address: \_\_\_\_\_

### ***Leslie High School Chaperone Guidelines***

Attached are the guidelines and materials you will need to sponsor an overnight trip for Leslie High School. These materials include:

1. Sponsor's responsibilities
2. Recommended timeline for trip preparation
3. Student application for trip
4. Emergency medical form
5. Overnight trip permission slip
6. Student pledge
7. Chaperone applicant letter
8. Chaperone guidelines
9. Chaperone responsibilities
10. Chaperone pledge
11. Camp Expectations for Chaperones\*
12. Camp Expectations for Instructors\*
13. Instructor pledge\*

\*Refers to choir retreats, band camp, and/or any other trip where paid instructors are a part of the trip.

#### **SPONSOR'S RESPONSIBILITIES**

##### PRE-TRIP

Make all the arrangements for the trip. This may include, but is not limited to, the following: transportation, lodging, meal, activities, and performance arrangements. (This can be done with a travel agency.)

- Obtain Board of Education approval
- Conduct pre-trip meetings with students and parents
- Conduct chaperone orientation
- Plan and conduct fund raisers, if necessary
- Obtain Permission for Overnight Trip, Emergency Medical Forms, and Student Pledge, Chaperone Pledge, etc.
- Recruit and select chaperones
- Collect Emergency Medical Forms and Chaperone Pledges from each chaperone
- Preview student's videotapes and CD/audiotapes for appropriateness
- Prepare chaperone, student, group, and room assignments. Give copies of Emergency Medical Forms to chaperones
- Conduct luggage check before the group is to leave including carry-ons, coolers, and instrument cases
- Assign responsibility for equipment, instruments, luggage, etc.

#### CHAPERONE ORIENTATION

- Explain the chaperone's job description and responsibilities.
- Discuss the importance of confidentiality.
- Discuss group and room assignments.
- Review of the ***LESLIE HIGH SCHOOL CODE OF CONDUCT*** and trip rules for students.
- Teach how to deal with minor discipline problems and when to notify the trip leaders and/or sponsor of a severe discipline problem.
- Introduce trip leaders and explain their role and responsibilities.
- Discuss with chaperones only students whom the chaperone needs to be concerned about regarding behavior, health, money, etc.
- Discuss with chaperones the procedures for administering medications--prescription and over-the-counter.
- Determine procedure/process if someone becomes ill or needs to go to urgent care. This needs to be in writing and given to each chaperone.
- Discuss emergency procedures in the event of a student becoming ill and needs to be taken to emergency room. Who goes with the student?
- Brainstorm about other situations which may arise during the trip. Discuss the procedures to handle the situations.

#### ON-TRIP

- Make sure pay television and telephones are turned off in individual rooms.
- Meet daily with trip leaders and chaperones.
- Handle daily medications and over-the-counter drugs.
- Have Emergency Medical Forms.
- Inform trip leaders and chaperones of any changes to the itinerary.
- Supervise trip leaders and chaperones.
- Work with trip leaders and chaperones in handling student discipline.

SIX (6) MONTHS TO ONE (1) YEAR PRIOR TO TRIP

- Petition Board of Education for approval of the trip

SIX (6) MONTHS PRIOR TO TRIP OR AS SOON AS BOARD OF EDUCATION APPROVES TRIP

- Choose chaperones and hold chaperone orientation
- Complete student applications
- Parent orientation

ONE (1) MONTH PRIOR TO TRIP

- Have all student/chaperone pledges signed and returned
- Have all health forms signed and returned
- Have a parent, student, and chaperone meeting to go over details of the trip

TWENTY-FOUR (24) HOURS PRIOR TO TRIP

- Luggage search

WITHIN THIRTY (30) DAYS AFTER TRIP

- Conduct a post-trip evaluation

The student (by his or her signature) and the student's parents/guardians (by their signatures) fully understand and agree to the attached terms on which this trip is offered and are indicating that they requests that the student named below be allowed to participate in this trip.

Date:

Student Name (please print):

Student Signature:

Parent or Guardian Name(s) (please print):

Parent or Guardian Signature:

Address (please print):

Telephone:

**DEPOSIT REQUIRED**

Amount: \$

Date Received:

**LESLIE PUBLIC SCHOOLS EMERGENCY MEDICAL FORM**Attach  
Photo  
Here

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street City State Zip Code

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street City State Zip Code

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Is the student having any problems listed below?	Yes	No		Yes	No
1. Hay fever, asthma, or wheezing			6. Frequent colds, sore throats, ear aches		
2. Eczema or frequent skin rashes			7. Shortness of breath		
3. Convulsions\seizures			8. Dental problems		
4. Heart trouble			9. Others		
5. Diabetes					

Please explain any problem areas identified above, including any current illnesses:

According to State Law and Leslie Public Schools, prescription medications and over-the-counter medications should be in the original container. Medications will be kept in the possession of the sponsor or the sponsor's designee during the entirety of the trip and will be dispensed in the presence of two adults.

Medications Needed or Used (including over-the-counter). Over-the-counter drugs include: aspirin, vitamins, acetaminophen, Midol<sup>®</sup>, ibuprofen, etc. **These items must be in their original containers.**

Kind	Frequency	Dosage	Currently being given	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Special conditions to be watched for such as ALLERGY (Reactions to food, penicillin, bee stings, medications and other drugs), fainting, sleep walking, etc:

Date of Most Recent Tetanus Shot: \_\_\_\_\_ List any Special Dietary Needs: \_\_\_\_\_

**MEDICAL INSURANCE INFORMATION**

Name of Insurance Company:

Name of Policy Holder:

Name of Policy:

Policy Number:

I give permission to designee trip leader to dispense all non-prescription and prescription medication to

\_\_\_\_\_

(name of child)

according to the given schedule. I understand that my child is not to take any medication on her/his own while on the trip.

I give my permission to any hospital, doctor, or emergency medical technician to treat my child in case of illness or injury.

I authorize \_\_\_\_\_ to sign consent forms for treatment.

Sponsor's Name

\_\_\_\_\_  
Parent/Guardian Signature

Date

**Please make sure that your child has a copy of his/her medical card.**

**LESLIE HIGH SCHOOL**

**PERMISSION FORM FOR OVERNIGHT TRIP**

Student Name (please print): \_\_\_\_\_

Today's Date: \_\_\_\_\_

This student is a member of (name of organization): \_\_\_\_\_

a group sponsored by the Leslie Public Schools. The group's sponsor and primary chaperonee for this trip is (name of teacher sponsor)\_\_\_\_\_. This student has my permission to travel, as a member of this group, to (destination)\_\_\_\_\_.

This student will leave the school on (date)\_\_\_\_\_ at (time)\_\_\_\_\_

and travel via (car, bus, etc.)\_\_\_\_\_ to (destination)\_\_\_\_\_.

I understand this student will spend (number of nights)\_\_\_\_\_ at the (name of motel, hotel, etc.)

\_\_\_\_\_. Return will be on (date)\_\_\_\_\_.

arriving back at school at approximately (time)\_\_\_\_\_.

I understand, and my son/daughter understands, that all school rules will apply during this trip. I have been furnished an itinerary of where the group will be in case I need to contact my child. The attached medical and emergency treatment forms are completed. I have the following comments or restrictions that will apply to my child. (If none, please write 'NONE'.)

Signature of parent or legal guardian:

Address:

**LESLIE HIGH SCHOOL  
STUDENT PLEDGE**

As a representative of (building):

I, \_\_\_\_\_ will be responsible for the following:

- Will use appropriate language and have good behavior.
- Will be on time for all activities.
- Will be adequately prepared to meet my responsibilities on the trip.
- Will conduct myself in a mannerly fashion at all times.
- Will be in my bed in my room at the designated "lights out" time.
- Will not drink any alcoholic beverages.
- Will not use any drugs.
- Will not smoke.
- Will not take articles or items which do not belong to me.
- Will not be in the opposite gender's rooms at any time.
- Will obey all rules/policies outlined in the **LESLIE HIGH SCHOOL CODE OF CONDUCT**.
- Will obey the expectations and rules as set forth in the itinerary.

I understand that if any of the above are not upheld, my parents or guardians will be notified.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent\Guardian Signature

\_\_\_\_\_  
Date

Dear Chaperone Applicant:

Thank you for volunteering your time to chaperone this trip. Without your assistance, Leslie High School students would not be able to participate in this worthwhile and educational experience. As a member of the group, you will be participating in the activities; however, your main responsibility is to supervise your assigned students at all times.

Chaperones who assist on a trip are most important as they can help make a trip a success ... or failure. Outlined in this packet are some of the duties that we expect to be taken care of by the chaperones. Many of these are small details but, nonetheless, someone must be responsible to ensure things run efficiently. Even though it is vitally important that each chaperone remember the larger purpose of the trip and what we wish to accomplish, we must always be attentive to the general safety and welfare of the whole group.

Any quality organization will need rules and guidelines by which to function. Rules are written for a purpose and are done so with the best interest of the entire group in mind. As chaperones, we must have your total loyalty and support as there may be situations that require discipline. You must always support the sponsor's

decisions as we cannot change rules in the middle of a crisis situation. If you feel that you cannot function in this manner, you should allow someone else to go in your place. When the trip is concluded, any differences that may have occurred between you and the trip sponsor or designated leaders regarding discipline or procedures can be discussed.

Chaperones are expected to take care of many small details. When the sponsor is focusing on the main objectives of the trip, they do not expect to hear about lost room keys or about someone who does not like his or her meal. Small problems of this nature must be resolved by the chaperones. Only after you have taken reasonable and prudent measures to resolve the problem should the trip leaders and the sponsor be informed of the situation. On any trip there will be certain things that will not go according to the plan. In these situations you must be flexible, upbeat and not let your feelings show through to the members of the group. Generally, students and chaperones need to “roll with the punches” and do it with good humor.

Throughout the trip, offer your support and encouragement. Remember that being enthusiastic and upbeat keeps the students focusing on the fun and educational experiences that can be gained. At all times chaperones should conduct themselves in a responsible manner and, through their behavior, model appropriate behavior for all students and other chaperones.

Remember, the young people we are supervising are not helpless people. You should not do for them, but supervise their assigned tasks and suggest how a problem may be solved if one occurs.

Again, thank you for your interest and efforts on behalf of Leslie High School students.

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Leslie High School Staff

## **CHAPERONE GUIDELINES**

We want all students to have a good time, enjoy the trip, and have a valuable educational and social experience. By working together and enforcing the same rules and expectations, we can accomplish these goals.

1. You are responsible for and should be available to your students at all times and your students are responsible to you at all times. While in the course of conducting activities on behalf of the Leslie Public Schools, you are insured for liability by the Leslie Public Schools.
2. You will take the place of the student’s mother and/or father on the trip and be responsible for them the entire trip.
3. Maintain a fair, firm, and friendly relationship.
4. Maintain an authority figure role to be an effective chaperone. Do not try to become a buddy.

5. When decisions need to be made for unscheduled activities, the following guidelines must be taken into consideration:

- Is it against trip rules or school rules?
- Would you grant permission to your own child?
- Is it safe?
- How will it affect the rest of the group?

The trip leader and/or sponsor will make the final decision.

6. Medications, both prescription and non-prescription, will be dispensed only by designated sponsor or chaperone.

7. Common sense is your guide--when in doubt take the conservative route!

8. Above all, keep your sense of humor!

### **CHAPERONE'S RESPONSIBILITIES**

#### **PRE-TRIP**

- Attend pre-trip orientation required for chaperones.
- Read the ***LESLIE HIGH SCHOOL CODE OF CONDUCT***.
- Complete, sign, and return your Emergency Medical Form, Chaperone Expectations Form, and Responsibility Form to the trip sponsor.

#### **ON-TRIP**

##### *Supervision and Discipline*

- You are responsible for and should be available to your assigned students at all times (24 hours a day). Likewise, your students are responsible to you at all times.

- Learn names for each student assigned to you as quickly as possible.
- Monitor your students and/or activities at all times.
- Help assure students' compliance with trip rules and the ***LESLIE HIGH SCHOOL CODE OF CONDUCT***.
- Head off potential problems prior to their happening, if possible.
- Handle minor discipline problems. If you need assistance, see a trip leader (person appointed by the sponsor to assist in the overseeing of the entire trip) or the trip sponsor. The sponsor has the final decision regarding activities and consequences for inappropriate behavior.
- Refer major discipline problems to trip leader or trip sponsor.
- Determine check-in times for students during free time.
- Serve as bankers and distribute monies during mealtime and activities, as needed.
- Watch equipment, valuables, etc., during performance, if applicable.

#### CHAPERONE RESPONSIBILITIES (Continued)

##### *Health and First Aid*

- Know the location of the first aid kits at all times.
- Have in your possession copies of your students' EMERGENCY MEDICAL FORMS.
- Frequently check on any student who is not feeling well.
- Monitor student hygiene and personal habits.

##### *Hotel Responsibilities and Daily Schedule*

- Issue room keys upon arrival and collect room keys upon final departure.
- Conduct initial room check upon registration, daily room checks, and final room check when departing (this includes making sure the paid television and telephone are turned off).
- When at the hotel, review hotel rules with students. Work with other chaperones in determining the

schedule for supervision of activities, halls, lobby, pool, etc. Conduct curfew room check and assist in taping doors at night (use masking, not scotch tape). Monitor halls for excessive noise and/or other activity.

- Attend daily meeting with trip sponsor.
- Listen to directions and be sure you and your students are in the right place at the appointed time.
- Meet each night with your students to give them the opportunity to review pertinent information (may include activities, clothing, equipment, etc.) for the next day and to resolve any problems or issues the students may be having.
- Arrange wake-up times.

**CHAPERONE PLEDGE**

As a chaperone you will be held to high standards by both the school district and the students. Because the expectations and responsibilities Leslie Public Schools have of you, we ask that you read and sign this CHAPERONE PLEDGE.

If you decide that you are unable to do what is expected of you as a chaperone or you disagree with the pledge and will not adhere to it on the trip, we ask that you not chaperone this trip.

\*\*\*\*\*

I, \_\_\_\_\_, will do the following as a chaperone

for the (school building) \_\_\_\_\_.

- Conduct myself in a responsible manner and model appropriate behavior at all times;
- Follow the guidelines, expectations, and responsibilities as outlined in the *Chaperone's General Guidelines and Chaperone Responsibilities*;
- Enforce the Student Pledge;

- Inform the trip leaders and/or trip sponsor of any inappropriate student behavior as outlined in the *LESLIE HIGH SCHOOL CODE OF CONDUCT* and Student Pledge;
- Refrain from smoking;
- Refrain from using alcoholic beverages or illegal drugs.

It is understood that the person named above is a chaperone for the Leslie Public Schools and is insured for liability by Leslie Public Schools while in the course of conducting activities on behalf of Leslie Public Schools.

\_\_\_\_\_  
Chaperone Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building

\_\_\_\_\_  
Organization

7490-R Field Trips and Excursions

7490-R-16

### **CAMP EXPECTATIONS FOR CHAPERONES**

1. All chaperones will attend a pre-camp meeting the week preceding camp to discuss all policies, daily routines and all camp expectations.
2. All chaperones will be expected to be in the room with no more than five students. All chaperones will be expected to supervise and monitor the daily activities of up to nine students (usually in the room next door to your own).
3. The responsibilities of each chaperone are as follows:
  - a. Make sure that all students get up on time and arrive at breakfast. All students are required to eat breakfast, lunch, and dinner.
  - b. Supervise the cleaning of rooms each morning. Check with \_\_\_\_\_ for inspection regulations.
  - c. Help supervise and monitor the activities of assigned students during their recreation periods.
  - d. Each chaperone will be given specific duties such as evening recreation coordinator, room inspection officer, assist with nursing duties, or health coordinator.
  - e. Each chaperone is responsible for seeing that all of their students are in their bunks and quiet during rest period.

- f. Chaperones are to refrain from smoking, using alcoholic beverages or illegal drugs at all times on or off camp premises.
  - g. All chaperones are to remain with their students after lights out and see that they are properly monitored at all times.
  - h. Chaperones are expected to conduct themselves as professionals and remind themselves that they are setting examples for all students.
  - i. If a problem arises or a policy is broken by a student, it is expected that the incident be reported to the sponsor immediately.
  - j. All chaperones will assist with the daily operation of camp. While students are rehearsing, assignments may include: room inspection, evening recreation supervisor (different activity each night), camp nurse, late night security guard, or equipment manager.
4. Each chaperone is expected to fully read, understand, and help implement all policies and regulations located in the student camp handbook. Each chaperone will be given a copy of the handbook. It is understood that the chaperone for Leslie Public Schools is insured for liability by Leslie Public Schools while in the course of conducting activities on behalf of Leslie Public Schools.

**CAMP EXPECTATIONS FOR INSTRUCTORS**

- 1. All instructors will attend a pre-camp meeting the week preceding camp to discuss all policies, daily routines, and all camp expectations.
- 2. Each instructor will be assigned a teaching assignment.
- 3. Each instructor will attend all field rehearsals, sectionals, full music rehearsals, and special rehearsals each day. (Average teaching time per day 7 1/2 hours.)
- 4. Instructors are to refrain from smoking, using alcoholic beverages, or using illegal drugs at all times on or off the camp premises.
- 5. Instructors are expected to conduct themselves as professionals and remind themselves that they are setting examples for all students.
- 6. If a problem arises or a policy is broken by a student, it is expected that the incident be reported to the sponsor immediately.



**INSTRUCTOR PLEDGE**

As an instructor, you will be held to high standards by both the school district and the students. Because of the expectations and responsibilities Leslie Public Schools have of you, we ask that you read and sign the INSTRUCTOR PLEDGE.

If you decide that you are unable to do what is expected of you as an instructor, or you disagree with the pledge, we ask that you not participate in this trip.

**If you do not adhere to the expectations and responsibilities as outlined in the pledge, you will be dismissed immediately and forego your payment for services.**

\*\*\*\*\*

I, \_\_\_\_\_, will do the following as an instructor for the Leslie High School Camp.

- Conduct myself in a responsible manner and model appropriate behavior at all times;
- Follow the guidelines, expectations, and responsibilities as outlined in the *Camp Expectations for Camp Instructors*;
- Enforce the Student Pledge;
- Inform the trip leaders and/or trip sponsor of any inappropriate student behavior as outlined in the **LESLIE HIGH SCHOOL CODE OF CONDUCT** and Student Pledge;
- Refrain from smoking;
- Refrain from using alcoholic beverages or illegal drugs.

It is understood that the person named above is an instructor on the Leslie Public Schools field trip, and is insured for liability by Leslie Public Schools while in the course of conducting activities on behalf of Leslie Public Schools.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building

\_\_\_\_\_  
Organization