

Rolesville Middle School  
Safety Plan: Washington, DC  
Tracks 1 and 2: March 30th–31th  
Tracks 3 and 4: March 16th–17th

**Student Supervision**

- Ratio of chaperones to students: no more than 7–1
- Each chaperone will be assigned a group of students to supervise throughout the trip for safety and accountability

**Sleeping Safety Arrangements**

- Students are not allowed to leave the room at any time
- Security will be provided through Holbrook Field Trips
- Teachers/chaperones will be available to handle any issues
- Each hotel room has an evacuation plan on the door
- Multiple checks will be made by security throughout the night

**Important Forms**

- One teacher from each team will have the student permission forms with them at all times, including medical information and emergency phone numbers of the parents
- Emergency medication such as epi-pens and inhalers will be documented. Staff will have medications and health plans at all times.

**Other Safety Considerations**

- There is a student count each time the bus loads and each time we move to a new destination
- Students must be supervised by adult chaperone at all times
- Staff and chaperones will have complete lists of phone numbers for contacts via phone/text to report emergencies to school staff and administration.

**Medication/Medical Assistance Information**

- A contract nurse will be in charge of carrying and administering all medicines that are not self-administered by students
- A teacher on each bus will carry a first aid kit and be responsible for tending to injured students, and calling for help if necessary

**Guidelines for Chaperones**

1. Chaperones must register as a volunteer in the media center at Rolesville Middle before the end of September. Chaperones must be cleared by the county. Even if a chaperone have volunteered in the past, you must complete this process yearly.
2. Chaperones are expected to ride the bus with the students. You may not follow the bus or be picked up at any other designation.
3. Chaperones are responsible for a small group (no more than 7-1 ratio) of children for the entire trip. The size of the group will vary depending on the number of students and chaperones attending.
4. Chaperones are expected to attend the Chaperone parent meeting that will scheduled the week prior to departure.
5. Chaperones and teacher, will supervise their assigned group of students on the bus trip to and from Washington, DC.
6. Parent chaperones will supervise their assigned group of students upon exiting the bus at each stop while touring the various museums and Capitol area attractions. Note: Chaperones should not allow their students to stray away from the main group. Your assigned group of students should stay together and view exhibits as a group, etc. **\*No exceptions.\***
7. Parent chaperones will be responsible for monitoring their assigned group during meal time stops and be accountable for head-count upon return to the bus from each stop. Chaperones must report back to the lead teacher of your specific bus at the conclusion of each venue visited.
8. Parent chaperones will supervise assigned students behavior throughout the trip. If the behavior of any student is questionable, the behavior should be reported to a sponsoring teacher chaperone.
9. Parent chaperones will alert teacher chaperones and other appropriate staff in the event of emergency or concern regarding a specific student in your group.
10. Teacher chaperones will maintain student permission forms and parent contact information.

***I understand my role as a chaperone for this trip and agree to the terms outlined above.***

**Printed Chaperone Name** \_\_\_\_\_

**Signature of Chaperone** \_\_\_\_\_