

RESPONSIBILITIES OF CHAPERONES

1. Chaperones may be subject to a criminal background check prior to the trip. The District reserves the right to choose and remove chaperones.
2. The following guidelines will apply to the number of required chaperones, but are subject to change from time to time by the District:
 - a. The number of chaperones for domestic overnight trips will be determined by the District Administrator, or his/her designee, in consultation with the Building Principal or designated administrator, on a case-by-case basis. In no case will there be less than one chaperone to 15 students with a minimum requirement of at least two chaperones. If the trip is co-ed, there must be at least one male and one female chaperone.
 - b. The number of chaperones for foreign overnight trips will be determined by the District Administrator, or his/her designee, in consultation with the Building Principal or designated administrator, on a case-by-case basis. In no case will there be less than one chaperone to 10 students with a minimum requirement of at least two chaperones. If the trip is co-ed, there must be at least one male and one female chaperone.
3. Prior to the trip, the lead chaperone, Building Principal or designee will meet with each chaperone either individually or as a group and address:
 - a. The District's rules, regulations and expectations of conduct, including bus rules, meeting and activity rules, and housing rules;
 - b. The specifics of the field trip including programs and educational experience;
 - c. The time of departure, planned route and expected time of return;
 - d. Meeting/activity agenda and attendance;
 - e. Meal times and the requirement that all attendees eat together;
 - f. Morning attendance and assembly;
 - g. Curfew and room checks (where applicable);
 - h. Departure times and return;
 - i. Discipline for rule and policy violators. Specifically, no discourtesy, disobedience defiant behavior, or violations of law, District rules or policies will be tolerated at any time. Students engaging in such behavior may be sent home immediately at the expense of the student, parent or guardian. Prompt notice of such action will be given to the Building Principal, the student, and parents or guardians. One chaperone will be designated as a chaperone for returning with students sent home for violating rules;
 - j. Searches - All bags and property may be searched at any time before loading the bus, and the District reserves the right to allow chaperones to search rooms (where applicable), bags and property, at any time, throughout the trip.
 - i. Before initiating a search, chaperones must have reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating the law or rules of the school district.
 1. ii. The scope of the search must be reasonably related to the objectives of the search and must not be overly intrusive in light of the age and gender of the student and the nature of the infraction;
 - j. Planned procedures to follow in the case of emergencies (including medical emergencies) or unusual circumstances that could occur; and
 - k. Special needs of students.
4. Each chaperone must abide by the law, all District rules, expectations of conduct, policies and handbook provisions during the fieldtrip and are expected to monitor and implement these rules, policies and handbook provisions, as it relates to the students, during the field trip. Furthermore,

each chaperone must exercise the degree of care that an ordinary teacher would maintain under the same or similar circumstances.

5. Chaperones must never leave students unattended.
6. Chaperones must maintain on their person during the time they are responsible for the supervision of students a list of students on the trip and their home phone numbers.
7. Chaperones will not allow students to travel outside of District-provided transportation without prior permission from the District Administrator or Building Principal.
8. Chaperones will ride to and from the area of destination with students in the same means of transportation provided for the students. At least one chaperone is required to sit in the rear of the bus. This allows for more comprehensive monitoring of students and helps discourage inappropriate behavior.
9. Chaperones will conduct head counts and roll call before boarding transportation vehicles, periodically during the trip, before leaving the destination, and again upon return to the school.
10. Chaperones will conduct themselves in a manner that projects a positive image of the District and models adult behavior. To that end, chaperones will at no time during the field trip possess, consume or distribute alcohol or illegal drugs or interact with students while under the influence of alcohol or drugs. Furthermore, while chaperones are directly responsible for students, they will not gamble, use profanity, or use tobacco products in the presence of students. Chaperones who are taking legally prescribed prescription medications that may inhibit their ability to carry out their duties as a chaperone must promptly notify the lead chaperone, the Building Principal or the designated administrator.
11. Chaperones must be cognizant at all times of the potential for compromising situations that may not be in the best interest of the chaperone, student(s), or the District (i.e., being alone in a hotel room with a student of the opposite sex, etc.)
12. In the event a chaperone becomes ill or incapacitated, the staff member in charge will reassign the chaperone's responsibilities as appropriate. In the event the staff member in charge becomes ill or incapacitated, he/she will designate one of the other chaperones as the person in charge.
13. Should an emergency or discipline situation occur during the trip, chaperones will report the incident to the staff member in charge, who will in turn notify the Building Principal or designated administrator. The Building Principal or designated administrator will notify the District Administrator or Assistant Superintendent by telephone as soon as possible. The District Administrator or Assistant Superintendent will make the appropriate District contacts.
14. Monetary award (including cash payment) will not be provided to any chaperone beyond District provided compensation. Travel costs and expenses for supervising staff members may be prorated and included in the per-student cost.
15. A chaperone may be required to return home with a student who has violated the law or District policies and procedures. All reasonable costs incurred by the chaperone related to the return home will be reimbursed by the District.
16. Chaperones are directly responsible to the lead chaperone of the trip and will comply with all instructions from the lead chaperone regarding his/her duties and responsibilities during the trip.
17. In the event any chaperone violates this Policy or if determined to be in the best of the interest of the District to remove a chaperone, the staff member in charge, the Building Principal or designated administrator will immediately terminate the services of that chaperone and the chaperone will

return home at his/her own expense. Further disciplinary action may be taken at the discretion of the Building Principal, the District Administrator, and/or the Board of Education.

For overnight trips, in addition to the responsibilities stated above, the following also apply:

18. A chaperone or hired security is to be present in the halls monitoring students when they are in the motel, hotel or other housing. This includes periodic overnight supervision of halls and common areas to ensure no students move from room to room after curfew and that no visitation in students' rooms is occurring.
19. The Building Principal, designated administrator or staff member in charge will seek to have all room assignments on the same floor, if possible.
20. Once students are in their rooms for "lights out", no students will be permitted to leave their room. A chaperone/hired security is responsible to periodically monitor students.
21. Chaperones will not allow students to leave the housing area without prior permission from the District Administrator or Building Principal.

I have read, understand and agree to abide by these chaperone responsibilities. I have been given the chance to ask questions regarding these responsibilities and I have had any questions answered to my satisfaction. I understand that my failure to follow these responsibilities may result in my removal as a chaperone and any expenses incurred from my return travel will be solely my responsibility.

Signature

Date

Adopted: 4/28/08
Revised: 8/29/11