

### Chaperones

A chaperone is defined as an individual who provides voluntary non-paid adult assistance with student activities, field trips or excursions. Chaperones will be routinely assigned and follow the guidelines noted below:

- (1) Chaperones will augment the school district professional staff so that for
  - a) A single day field trip or excursion there will be at least one (1) adult for each twenty (20) students.
  - b) Overnight field trips or excursions will require **at least** one (1) adult for each ten (10) students with an appropriate proportion of male and female supervision.
- (2) All chaperones with student activities, field trips or excursions will assist and be responsible to the school district staff member in charge of the activity. In matters requiring a decision in an irregular situation, the staff member in charge may confer with chaperone(s) but need not be bound by their advice.
- (3) Authorized expenses incurred by chaperone(s) in the course of a field trip or excursion will be reimbursed by the district. Authorized expenses will be limited to the customary cost of lodging, meals, admissions, etc.
- (4) All chaperones will be given written guidelines adhering to the above policy by the school administrator and/or school staff sponsor in charge of the activity or trip. Such guidelines will be explained prior to all activities or trips.

### Chaperone Guidelines

Being accountable for someone else's child is an extremely important responsibility. In carrying out your duties as supervisory personnel during a school trip, activity or excursion, chaperones should always present a responsible adult image. Encouragement should be given to the students for proper and legal behavior at all times. Working with young people of all ages can be most pleasurable and rewarding, and we thank you most sincerely for your cooperation and assistance to our students.

#### General Guidelines for Chaperones

- 1) Become aware of the students in your group. Check in with the administrator and/or school staff sponsor in charge of the activity when you arrive. This administrator and/or school staff sponsor in charge will give you specific information regarding assigned duties, particular students and proposed timetables. Introduce yourself to groups of students and if possible, try to learn the students' names. Be aware of particular groups. In groups, however, sometimes there are pranks, plotting, silliness, experimentation or vandalism. Make sure the students know that you are a chaperone and don't try to be their peer or buddy. You are in the responsible role of a parent/guardian. The students know that all established disciplinary rules apply whenever they are on a school-sponsored trip or activity. The administrator and/or school staff sponsor in charge will have information regarding any particular health problems of the students. A special word of caution about students who are involved with alcoholic beverages and/or illegal drugs: ALL cases must be referred immediately to the administrator and/or school staff sponsor in charge and care should be taken that these students are safely and properly dealt with (i.e. DO NOT dismiss or send these students away without supervision!!)
- 2) With large groups of students the administrator and/or school staff sponsor in charge will most likely divide students into groups to be supervised by particular chaperones. This procedure helps in chaperone visibility and student recognition of chaperone authority. Chaperones should become familiar with students assigned to them. Breaking into these smaller groups also eases the burden of taking roll, making head counts, encouraging promptness for scheduled rendezvous times, etc.
- 3) The CV staff administrator and/or school staff sponsor in charge of the activity is responsible for the ultimate decisions regarding discipline and itinerary. All unusual circumstances should be reported to that administrator and/or school staff sponsor in charge. Chaperones may give input to the staff member in an advisory capacity but the final burden of responsibility lies with the administrator and/or school staff sponsor in charge. The same applies when dealing with commercial personnel (for example; bus drivers, hotel staff, police, etc.) and the sponsors of the CV activity. The administrator and/or school staff sponsor in charge should handle problems with outside personnel.

- 4) Chaperones at functions for any district event. The administrator and/or school staff sponsor in charge will assign specific duties to the chaperones. These involve regular visits to the student bathrooms, regular inspection of outside doors and sporadic trips through the gym and/or dance floor. Visibility and mobility of the adult chaperones are the desired goals.
- 5) The Code of Conduct will be adhered to with all situations. If there is a concern, please contact an administrator.