

## PORT EDWARDS PUBLIC SCHOOLS

### Board of Education Policy

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#### CHAPERONES FOR SCHOOL-RELATED ACTIVITIES

When a staff member who is responsible for a school-sponsored activity determines the need for chaperone(s), he/she will be responsible for obtaining the appropriate number of chaperones. There should be one chaperone per 20 students, however, conditions relating to the students and to the activity may necessitate additional chaperones.

In attaining chaperones, district employees will be contacted initially and given priority, if his/her absence will not negatively impact regular classroom instruction. If additional non-staff chaperones are needed, the staff member(s) shall gather the names of additional interested and qualified community members. The selection of the non-staff chaperones shall be based upon, but not limited to: whether or not they are the spouse of any accompanying staff member, parents of students involved, and experience in chaperoning student groups. This decision shall be made at the discretion of the staff member(s) and the administration.

Any fee, transportation or lodging costs will be paid by the district. Entertainment and meal costs will be the responsibility of the chaperone(s).

The staff member in charge will provide the respective building principal with a list of chaperones at least two weeks in advance of the scheduled activity.

A copy of this policy will be provided to each chaperone.

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CROSS REF.: 455.11 – Rule, Guidelines for Chaperones for School-Related Events  
352 – Policy & Rule, Field Trips

Adopted: 04/19/93

Reviewed:

Revised: 03/14/05

## 455.11 – Rule

### Guidelines for Chaperones for School-Related Activities

All chaperones for school-related activities will abide by the following:

- a. Chaperones are directly responsible to the staff member in charge of the scheduled activity.
- b. Chaperones will assume only those responsibilities as designated by the staff member in charge.
- c. Chaperones will ride to and from the area of destination with the students in the same means of transportation provided for the students.
- d. Chaperones will have a list of students and their home phone numbers on their person during the time they are responsible for the supervision of students.
- e. Chaperones will abstain from use of alcohol, controlled substances, or tobacco during the time they are responsible for supervision of students.
- f. Chaperones will abide by procedures outlined by the staff member in charge in cases of emergency.
- g. Chaperones will refrain from transferring their role of a chaperone to another person during the time they are responsible for the supervision of students.
- h. Chaperones will have their services as a chaperone terminated immediately in the event they violate any of the above stipulations.
- i. In the event a chaperone becomes ill or incapacitated, the staff member in charge will reassign the responsibilities as appropriate. In the event the staff member in charge becomes ill or incapacitated, he/she will designate one of the other chaperones (must be certified school employee) as the person in charge. If there are no other certified chaperones, the staff member in charge will contact his/her respective principal for further direction. In the event it is impossible for the staff member in charge to function, one of the other chaperones will call the respective building principal for further direction.

#### Guidelines

- A. Responsibilities and duties of chaperones on student activity and athletic trips:
  1. Pick up rosters of students signed up to ride the bus in the office before boarding bus.
  2. Take roll call just before departure time.
  3. Be alert for prohibited items being taken aboard the bus, which may include alcohol, tobacco, dangerous weapons, etc. Any student found to be in possession of such contraband shall be immediately reported to school officials, or if they are not available, law enforcement officials.
  4. During the trip all students must remain seated.
  5. Students in violation of student conduct policies (ex. using profanity or vulgar language, or exhibiting inappropriate behavior) shall be reported to the office.
  6. On the return trip, roll call must be taken. Only those students that submit a signed permission slip from a parent/guardian permitting them to get a ride home with the parent/guardian, will be allowed to not make the return trip on the student bus.
  7. Students are expected to follow student conduct policies and rules regarding the use of tobacco products, alcohol and drugs on the bus or at the visiting site. Offenders must be reported to the office as soon as is practicable.
- B. Responsibilities and duties of chaperones and/or advisors on school field trips:
  1. A field trip request form, available as an electronic form on the district server, must be submitted and approved prior to the activity.
  2. It is the responsibility of the chaperone/advisor to inform staff of the date and time of the activity, the names of the participating students, and if the list of participating students changes in any way.
  3. The advisor must present to the office the names of those making the trip as well as a list of the names of those students not making the trip.
  4. Roll call must be taken prior to the departure of the bus.
  5. There will be no violations of student conduct policies regarding alcohol, tobacco or drug use during the entire field trip. Offenders must be reported to the office as soon as is practicable.
  6. The advisor or chaperone shall maintain reasonable behavior at the site of the field trip.
  7. Inform students in advance where to meet if anyone is separated from the group.
  8. Prior to returning to school, roll call must be taken, and all students accounted for.
  9. Any student not conforming to advisor or chaperone's wishes shall be reported to the office.

- C. Responsibilities of chaperones and/or advisors on overnight and out-of-state trips:
1. All overnight and out-of-state trips have to be approved by the district administrator and, in most cases, the Board of Education.
  2. Parental approval forms for the overnight or out-of-state trip must be completed and turned in to the building administrator.
  3. Names of students attending shall be made available to the office.
  4. Chaperones must go over all rules and regulations which would include bus rules, meeting rules, motel or hotel rules, including the following mandatory procedures.
    - a. Go over meeting agenda
    - b. Meal times; should eat together
    - c. Morning attendance and assembly
    - d. Curfew and room check
    - e. Departure time and return
    - f. Meeting attendance
    - g. Inform group that those who violate rules will be disciplined accordingly
  5. Chaperones shall never leave students unattended. A trip is an extension of the classroom; chaperones as well as students must keep this in mind.
  6. If a trip is co-ed, visitation in each other's rooms is permissible, under the condition that room doors must be open at all times.
  7. Students shall never leave the housing area without permission from the chaperone or advisor.
  8. There will be absolutely no violations of student conduct policies regarding alcohol, tobacco or drug use during the scheduled activity.
  9. Chaperones shall not get involved in activities that would be inappropriate for a normal teaching day, including that time spent away from the district during which there is not a specifically scheduled activity.
  10. In the area of personal conduct, chaperones and advisors should conduct themselves in a manner that not only reflects credit to the school system, but also sets forth a model worthy of emulation by students.
  11. The district administrator must give his/her prior approval for any non-student (under school age may not participate) to accompany a chaperone or advisor on any trip.
  12. Approval of non-student participation is contingent upon, but not limited to, space availability.
  13. Chaperones are responsible for the group and negligence in proper supervision may result in serious repercussions.