

SECTION 604 PROCEDURES & RESPONSIBILITIES TO BE FOLLOWED BY ADULT CHAPERONES

1. When a staff member who is responsible for a school-sponsored activity determines the need for a chaperone(s) he/she will be responsible for obtaining the appropriate number of chaperones. There should be at least one chaperone per 15 students, however, conditions relating to the students and to the activity may necessitate additional chaperones.
2. The staff member in charge will provide the respective building principal or supervisor with a list of potential chaperones at least 5 school days in advance of the scheduled activity.
3. The staff member will present the names of all potential students to the principal or supervisor at least 5 school days in advance of the scheduled activity.
4. All chaperones will abide by the following:
  - a. Any additional chaperones are directly responsible to the staff member in charge of the scheduled activity.
  - b. Any additional 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 by the students, unless otherwise authorized by the principal or supervisor.
  - d. Chaperones will have a list of students and their home phone numbers in their possession during the time they are responsible for the supervision of students.
  - e. Chaperones will abstain from the use or possession of alcohol, chemical and controlled substances, and tobacco during the time they are responsible for the supervision of students.
  - f. Chaperones will abstain from the possession or carrying of knives, firearms or any other weapon during the time they are responsible for the supervision of students.
  - g. Chaperones will abstain from any games or activities which involve the exchange of money or other items of value during the time they are responsible for the supervision of students.
  - h. Chaperones will abstain from the use of abusive language and/or conduct endangering the safety of others.
  - i. Chaperones will abide by the procedures outlined by the staff member in charge in cases of an emergency.
  - j. Chaperones will refrain from transferring their role of a chaperone to another person during the time they are responsible for the supervision of students without the permission of the staff member in charge.
  - k. Violations of the above stipulations or local law shall result in a chaperone being sent home at their own expense. Prompt notice of such action will be given to the principal or supervisor. Violation of law shall be reported to law enforcement personnel at the time of the incident by the advisor in charge. Any district employee in violation of this policy is subject to disciplinary action as outlined in the respective union contract. Non-employee volunteers who violate this policy will not be allowed on future activities.
  - l. Inappropriate student behavior shall be reported to the principal or supervisor in a timely manner.
  - m. Chaperones should not be involved in activities or behaviors that would be different from what we would expect of a teacher during a normal teaching day. They shall set forth a model worthy of emulation by students.
  - n. In the event of 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 as the person in charge. If there are no other chaperones, the staff member in charge will contact his/her respective principal or supervisor for future direction.

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