

## **CHAPERONE POLICY -AR**

### **I. Definition**

As used in this policy, chaperone is defined as a person who may be a teacher, an instructional assistant and/or other adult age 21 or older or a parent chaperone at least 18 years old who accompanies and supervises students during school activities, field trips and school events. These school sponsored activities, trips and events may take place both on and off school property and before, during or after school hours.

### **II. Administrative Responsibility**

- A. Ensure that the responsibilities of the teacher in charge are being fulfilled prior to approving request for field trips or school activities.
- B. Ensure that the teacher in charge knows the procedures to be followed in the event of an emergency, illness or accident.
- C. Ensure that the minimal chaperone ratios for the school events or field trip are being followed. Modifications may be made by the Principal.
  - 1) Elementary school level – 1 chaperone per 4 students
  - 2) Middle school level – 1 chaperone per 8 students
  - 3) High school level – 1 chaperone per 12 students
  - 4) School based administrator has discretion to add additional chaperones
- D. Ensure that the chaperone produces a current driver's license or MVA identification card to be scanned in the Visitors Management System prior to any chaperone activities.

### **III. Teacher Responsibility**

- A. Teachers are responsible for planning, applying for permission, coordinating and implementing field trip and school sponsored event details. Teachers are also responsible for student supervision and must remain at the site with students.
- B. Teachers are responsible for securing an adequate number of chaperones based on the minimum student/chaperone ratio (See II. Administrative Responsibility C.)
- C. Teachers will inform chaperones of:
  - 1) The requirement to complete and return a chaperone agreement.
  - 2) The procedures to follow in the event of an emergency, illness, or accident.
  - 3) The itinerary, rules, policies, and suggested appropriate attire.
  - 4) The specific duties for proper supervision. (attach Chaperone Responsibility from Board Policy to Chaperone Agreement)
  - 5) The special needs of any student in the group.

## CHAPERONE POLICY

### IV. Chaperone Responsibility

- A. Complete and return the Chaperone Agreement form to the sponsoring teacher of the school event or trip.
- B. All school rules apply during Talbot County Public Schools sponsored events. Chaperones are expected to comply with County policies, follow the directions given by the County coordinating staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- C. In order to comply with County policy, during Talbot County Public Schools sponsored events, chaperones:
  - 1) May not use, sell, provide, possess, or be under the influence of drugs or alcohol
  - 2) May not use tobacco in the presence of, or within the sight of, students
  - 3) May not possess any weapon
  - 4) May not administer any medications, prescription or nonprescription, to students
- D. Produce a current driver's license or MVA identification card to be scanned for a background check.

Failure to comply with Talbot County Public Schools policy as defined above will result in termination of chaperone privileges as determined by the principal.

- E. Students must be supervised at all times while at County sponsored events. They must remain with the chaperone and behave appropriately. Account for all students regularly and before changing activities. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
- F. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents.
- G. Family members or friends of a chaperone may not participate in a County sponsored field trip or event unless prior approval has been obtained from the building principal.
- H. Chaperones will report all incidents and disciplinary issues to school personnel in a timely manner. They will maintain student and adult confidentiality and take necessary and reasonable precautions to protect students.
- I. The chaperone position is a privilege and not a right. Any chaperone position may be eliminated at any time for any reason. Furthermore, any chaperone may be removed from a chaperone position for any reason.

(AGREEMENT FOLLOWS)



**CHAPERONE AGREEMENT**

To be completed by the sponsoring teacher:

I am willing to be a chaperone for the \_\_\_\_\_  
(Organization)

trip to \_\_\_\_\_ on \_\_\_\_\_.  
(Destination) (Date)

I will be responsible for supervising students as directed by the teacher in charge.

\_\_\_\_\_  
(Teachers Name)

**Please return the bottom portion of this agreement to the teacher in charge.**

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To be completed by Chaperone:

I wish to be a chaperone for the \_\_\_\_\_  
(Organization)

trip to \_\_\_\_\_ on \_\_\_\_\_.  
(Destination) (Date)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_