



## **EXTRACURRICULAR ACTIVITIES CHAPERONE APPLICATION AND AGREEMENT FORM**

### **Chaperone Responsibilities for School Related Programs**

The purpose of a chaperone is to keep order and see to the safety and conduct of those students involved in a school event. Chaperones for all activities agree to adhere to the procedures set out below as well as the duties and responsibilities set out in the Superintendent regulations affecting chaperones. It is expected all chaperones read and become familiar with the duties and responsibilities of Chaperones as set forth in this document. Chaperones must also complete the Application Form prior to serving as a Chaperone.

### **Staff Eligibility Criteria, Responsibilities & Procedures Related to Chaperones**

A fair system of selection will be utilized to secure chaperones from those individuals who have requested to serve and who have met the general qualifications.

#### **1. Event Coordinator (Staff) Responsibilities**

- When a staff member who is responsible for a school-sponsored program determines the need for chaperones, he/she will be responsible for obtaining the appropriate number of chaperones.
- There should be at least one chaperone per **seven (7)** students. Conditions relating to the students and to the activity may necessitate additional chaperones.
- Chaperone candidates should be approved based on the Application submitted by each Chaperone.
- The staff member in charge of each particular event where Chaperones are needed will provide the superintendent or building principal or athletic director (as applicable) a list of chaperones at least two weeks in advance of the scheduled activity.
- Staff member(s) in charge of Chaperones shall conduct a briefing for all Chaperones in advance of each event at which the Chaperone shall serve.
- Chaperones shall be made aware of the Code of Conduct well as the Emergency Protocol Checklist or procedures.

#### **2. Eligibility Criteria**

- a. The Campus Coordination Committee consist of principal, assistant principals, coordinators, guidance counselors; will select chaperones with approval by school principal in each campus.
- b. The activity supervisor must be a faculty member of HPS.
- c. Chaperones must be a staff member or Parent of HPS.
- d. For the welfare of the chaperone, he/she should be in good physical health.
- e. Chaperones must be at least 20 years of age.
- f. Having a current first aid certificate is desired.
- g. Chaperones selection will be based on
  - i. Relevant experience with previous out of town trips is also a factor in the selection process, especially for overnight trips or trips to festivals.
  - ii. Skills,
  - iii. Character,
  - iv. Length of service to the organization,
  - v. Rooming/housing considerations
  - vi. Male/female ratio
  - vii. Ability to relate to and work well with students and other adults.
  - viii. Physically able to do the jobs assigned by activity coordinator
  - ix. Teacher of the course, and
  - x. Additional miscellaneous factors.



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- h. All applicants must submit appropriate documents such as application form, a copy of driver license and criminal background check (if needed for parents).

**Chaperone Training:** Chaperone briefings shall be conducted in advance of each event at which Chaperone's serve. It is mandatory each Chaperone attend such training(s). The training shall consist of at least the following:

- i. The exact specifics of the activity including programs and educational experiences
- j. The time of departure, planned route and expected time of return;
- k. Planned procedures to follow in the case of emergencies or other unusual circumstances that could occur;
- l. Any special needs of any students;
- m. Overview of the role and responsibilities of Chaperones.

### 3. Chaperone and/or staff responsibilities

Chaperones and staff shall abide by the following throughout the time they serve as chaperones. Chaperones shall:

- a. Follow the direction of the teacher(s)/advisor(s)/director(s)/program coordinator(s) or superintendent or principal or principal designee, and bring disciplinary issues to the attention of a district staff member;
- b. Ride to and from the area of destination with the students in the same means of transportation provided for the students, unless prior approval has been given by the program coordinator or director;
- c. Carry a list of students and their home phone numbers for the students they are responsible for supervising and any special needs of any students including responsibility for prescription medications;
- d. Chaperones will not have free time for independent sightseeing, tours, or shopping unless the supervisor give permission.
- e. Parents or student relatives who are not chaperones or student participants in the activity will not be permitted to interfere with the chaperones responsibilities, nor substitute, unless approved by the activity supervisor.
- f. Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report, which is required with an accident.
- g. For the welfare of the chaperone, he/she should be in good physical health. Chaperones should expect extensive walking daily, on uneven terrain; bus travel through winding mountainous roads, and exposure to culturally different environments.
- h. Chaperones are required to report any illness of students to the activity supervisor immediately.
- i. Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined as being dressed from neck/shoulder area to mid-thigh or knee area.
- j. Chaperones watch carefully for student valuables and are to check the buses thoroughly (whenever students disembark) so as to avoid leaving behind students' personal belongings. Chaperones will not be held responsible for student belongings which are lost during a trip, program or event;
- k. Be responsible for the safety and assistance of those students who are assigned to their charge and be aware of their whereabouts at all times Chaperones shall also conduct a head count and/or roll call of passengers prior to departure;
- l. Immediately advise the superintendent/principal/principal designee/program coordinator or director in charge of the activity of any intervening circumstances which would prevent a student from being transported back to the District/school campus. Arrangements will be made for a representative of the District to remain with the student until the student has been delivered to his/her parent or legal guardian.
- m. The level of student supervision of students while on the activity is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities.
- n. Chaperones must actively supervise and maintain an accurate check of members assigned to them.



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- o. Complete the volunteer application and sign the chaperone agreement for school volunteers.
- p. Abstain from the use of alcohol and illegal drugs during the entire trip;
- q. Abstain from the use of tobacco in the presence of students;
- r. Model appropriate verbal and physical conduct while serving as a chaperone and while present on school premises or at school activities
- s. Refrain from transferring their role to another person during the time they are responsible for the supervision of students;
- t. Have their services for the school related trip/program terminated immediately in the event they violate any of the above stipulations.
- u. Attend to the needs of students outside of their supervision assignment in the event of an emergency or if asked to do so by the teacher(s)/advisor(s) or principal/designee

**Overnight Trip Guidelines**

In addition to the guidelines above, on overnight trips, Harmony Public Schools require:

- Having at least one chaperone for every 7 students. If the trip is co-ed, then at least one male and female adult must accompany the group.
- In the event a chaperone is unable to fulfill their responsibilities, the staff member in charge will reassign the responsibilities as appropriate. In the event the staff member in charge is unable to fulfill their responsibilities, he/she will designate one of the other chaperones (must be a 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 or athletic director (as appropriate) 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 or athletic director, as appropriate, for further direction.
- Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return. The purpose of chaperoning is not to spend quality time with only your child (ren). All parent chaperones are “on duty” 24 hours a day with responsibility to the entire group and itinerary at all times.
- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has ceased, and chaperones have verified the safety and security of the students.
- Chaperones and staff members will not have inappropriate verbal or physical interactions with students or with each other. Chaperones and staff members are assigned a room and must sleep in that room so that students or other chaperones can contact them in case of an emergency or change in trip itinerary.

**I have read the above Chaperone Responsibility document and agree to follow the procedures and policies outlined and referenced in it. I understand that my chaperone status may be revoked for failure to follow the policies and procedures.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Full Name (Please print) \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_