

guidelines

**OFFICE OF THE SUPERINTENDENT
SCHOOL DISTRICT OF MARSHFIELD**

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CHAPERONES FOR TRIPS

All chaperones must be at least twenty-one (21) years of age and be affiliated with the District as a parent, school volunteer, part-time or full-time employee and have a valid background check on file.

The list of chaperones must be submitted with the trip request. Any additions or replacements must be submitted to the principal for approval prior to the trip.

The chaperone must abide by all applicable District policies. A signed chaperone responsibility form (page 2) must be provided to the Principal by the trip leader. Community and volunteer chaperones are not to invoke any kind of discipline on a student except in cases of imminent threat to that student's or other people's safety or well-being. A chaperone is to report any student behavior problems or inappropriate conduct of a chaperone or staff member to the trip leader(s) as soon as possible who will be responsible for discipline.

Each chaperone, as well as the trip leader(s), should model the behaviors expected of students throughout the times on the trip when s/he is associated with the students. If any chaperone is on free time away from the students, his/her behavior should be such that it would not create problems for or embarrassment to the trip leader(s) or the District or be deemed inappropriate behavior when chaperoning student by community at large. All chaperones must be reminded that technology makes it possible for reports of inappropriate or unacceptable behavior to be communicated widely.

The trip leader(s) is responsible for the conduct of the chaperones during the trip and should be knowledgeable of their whereabouts at all times and how they can be contacted in case of an emergency.

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RESPONSIBILITIES OF TRIP CHAPERONES

The _____ appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with Board policy, we wish to inform you of the policies and procedures that will govern this trip and with which you are expected to comply.

- A. All persons who wish to chaperone trips must have completed a criminal background check.
- B. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the School District for ensuring that the purpose of the trip is achieved.
- C. The trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any questions you have concerning the purpose or the trip procedures.
- D. The students on the trip are governed by the District's Code of Conduct which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug-use, stealing, and the like. Your responsibility is not to invoke discipline on a student, except in cases of imminent threat to that student's or other people's safety or well-being, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible.
- E. We ask that you model the behaviors expected of students throughout the times on the trip when you are associated with the students. If you have free time away from the students, we trust your behavior will be such that it does not create problems for or embarrassment to the trip leader(s) or the District. Please keep the trip leader informed of your whereabouts so s/he can contact you in case of emergency.

Thank you again for your help, and we hope you enjoy this activity with our students as they participate in a meaningful educational experience.

I _____ (name of chaperone) understand that participation in the above-referenced trip has inherent risk associated with it. By executing this waiver of liability, I specifically agree to hold the School District of Marshfield harmless and wave any claims of liability resulting out of any participation in the trip.

Chaperone

Date