



## AP 3-811– CHAPERONE SELECTION AND GUIDELINES

### BACKGROUND

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Field trips or extended travel can provide meaningful education experiences. They are extensions of the basic school programs and cannot be carried out without the cooperation of volunteer chaperones. Western School Division recognizes and appreciates the cooperation of these volunteers and feels it is important that everyone operates under the same guidelines to insure maximum value.

### PROCEDURES

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**The supervising teacher and chaperones are expected to set a good example and must refrain from the use of alcohol during the trip. Smoking is strongly discouraged, especially in the presence of students.**

### CRITERIA & PROCESS FOR SELECTING CHAPERONES

- Chaperones who wish to be considered, will submit application by specified due date, and complete background check as required by Western School Division.
- Chaperones (including staff chaperones) will be selected by the school administration. School administration are responsible to ensure all school and division policies and procedures are followed. Any breach of school or divisional policy or procedure will be dealt with immediately and documented in writing by school administration with a copy provided to the Superintendent.
- Chaperones selection will be based on experience, skills, character, length of service to the organization, and additional miscellaneous factors.
- At least one chaperone should have a medical background, training or experience.
- Chaperones cannot bring other family members other than chaperoning members.
- As required by Western School Division, applicants must submit the appropriate documents for criminal background check.

### CHAPERONE GUIDELINES

- The trip supervisor must be a teacher or school administrator of Western School Division.
- All chaperones must be at least 21 years of age and a member of the school faculty/staff or a division registered volunteer.
- 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.
- The level of student supervision of students while on the trip 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.



- Chaperones are expected to be familiar with the Student Code of Conduct and school and divisional discipline policies and shall report all suspected violations to the trip supervisor immediately.
- Chaperones may not discipline a student, staff member or another chaperone. Consequences for inappropriate behavior will be determined by the trip supervisor.
- Drinking of alcoholic beverages by a chaperone at any time during the trip is prohibited.
- Smoking by a chaperone at any time during the trip is prohibited.
- Chaperones must actively supervise and maintain an accurate check of members assigned to them.
- 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 will not have free time for independent sightseeing, tours, or shopping.
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- Parents or student relatives who are not chaperones or student participants in the trip will not be permitted to interfere with the chaperones responsibilities, unless approved by the trip supervisor.
- Chaperones must wear appropriate clothing at all times.
- 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.
- Chaperones are required to report any illness of students to the trip supervisor immediately.
- 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

Adopted:            October 2015



**CHAPERONE SELECTION FORM**

Name \_\_\_\_\_

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Dear Parents,

Please fill out the chaperone application as completely as possible by typing and attaching your answers on a separate page. All chaperones must be parents of students participating in the trip. The chaperone fee is the same as the student fee, as the chaperones will be doing all of the same activities.

The following questions and regulations have been established by the extended field trip policies of the Western School Division.

1. Please describe your previous experience in working with high school students.
2. Have you ever been a chaperone of a youth group or school trip? Please list when, where and with whom you traveled.
3. Why do you want to chaperone this particular trip?
4. In what ways can the chaperone of a high school group make the trip a positive experience for everyone?
5. Please list any other skills or experiences that will help you in your role as chaperone on this trip, or would be valuable to our group (medical or first aide experience, etc.).

**Please complete this form and submit it on or before \_\_\_\_\_ to:**

**Principal**

\_\_\_\_\_ (School)

**Chaperone selections will be made, and you will be notified by \_\_\_\_\_ (date)**