

ROLES AND EXPECTATIONS OF CHAPERONES

All activities for minors, or where significant numbers of minors will be present without parents, require chaperones. The sponsor of the activity has the responsibility for recognizing this need and for arranging the presence of a reasonable number of adults to act as chaperones throughout the duration of the event. An event shall not take place in the absence of adequate numbers of chaperones. Parents or teachers are preferred chaperones. Individuals under the age of 21 years cannot fulfill the role of chaperone as required by this policy. All chaperones must have completed the criminal background check as referenced in policy C-400.

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Chaperones shall be given, at a minimum, the following information before they commit to chaperone an event:

1. A description of the event
2. The expected number of minors to be present
3. The hours the chaperone will commit to be present and act as chaperone
4. The responsibilities and expectations of a chaperone at the event
5. The expected number of other chaperones.

If an individual commits to act as a chaperone at an event, he or she should be given a number to contact prior to the event if he or she should have any additional questions or if circumstances arise that make attendance impossible. If there is a cancellation by a chaperone, a replacement shall be found within a reasonable time by the event's sponsor.

Prior to the commencement of the event, the sponsor shall identify to the chaperones an adult to whom the chaperone will be responsible. This person shall give the chaperones guidance as to the facilities, shall assign the chaperones to appropriate posts and duties, and shall visit with the chaperones occasionally during the event to provide temporary breaks, answer questions, and provide any assistance required. This person shall also advise the chaperones as to the following:

1. Where and to whom to report any problems or concerns
2. Any anticipated problems relating to their post or the event.

Chaperones shall be advised that they are expected to promptly report any unusual incident or behavior and, using their best judgment, to exercise authority to stop or prevent any inappropriate

behavior or immoral activity involving a minor or in the vicinity of a minor. If any unusual incident, behavior or activity occurs where there is the potential for further inquiry (i.e. an injury), chaperone(s) having information regarding the incident shall be asked to complete a written report documenting the matter. This report shall be completed by the chaperone(s) as soon as practical.

Where an event is of sufficient length to require different “shifts” of chaperones, the sponsor shall provide for the foregoing steps for each new “shift” of chaperones. If the “shift” of a chaperone is an overnight shift, the responsibility of the chaperone is to remain awake at all times during his or her “shift.”

The school shall keep a record of the names of the chaperones for each event for a period of four (4) years.

Chaperones should be given an appropriate expression of appreciation for their efforts at the end of their service.

The term “minors’ activities” as it is used in the policy and administrative regulation relates to any activities which primarily involve participation of pre-college age children.