

**Highline Public Schools Chaperone Guidelines**

(For both Staff & Volunteer Chaperones) Policy & Procedure 2320

Form 2320F10

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| --- | --- | --- | --- | --- | --- |
| Full Name: |       | Gender: |       | Today’s Date: |       |
| *If applicable:* Employee ID#: |       | Work Location: |       | Cell Phone:  |       |
| Chaperone Status: | [ ]  Staff [ ]  Volunteer | This form is good for two full years from today’s date. This will expire on: |       |

Thank you for serving as a chaperone with Highline School District students. Chaperoning is an important responsibility and needs to be taken seriously. Your involvement in events such as this is greatly appreciated. As a representative for the school, please remember to always keep in mind that your behavior is a direct reflection on the school and its values. Your role as a chaperone includes accountability to the school administration, as well as supporting the school’s mission and philosophy.

To assure the safety of all, chaperones are expected to follow all established procedures.

**Chaperone Expectations:**

Highline School District reserves the right to refuse, exclude or dismiss any chaperone from their responsibilities whose behavior or influence is in conflict with the school’s values. Because student safety is our number one priority, all chaperones must be approved in advanced by the school.

Highline School District is committed to providing an environment both on and off campus that is free from discrimination and harassment. The school district maintains a policy prohibiting discrimination based on race, color, national origin, ancestry, physical handicap, sex, or age. This policy also prohibits harassment of any nature including; verbal, physical, and visual. As a chaperone, it is your responsibility to comply with this policy and assure others do the same.

[ ]  I have reviewed policy 3205 (sexual harassment), 3207 (harassment, intimidation, and bullying), and 3210 (nondiscrimination) prior to the trip.

**General Expectations for Staff Chaperones:**

• Staff members are expected to behave in a positive manner demonstrating behaviors our students can use as a role model.

• Staff members are expected to assist volunteer chaperones in understanding and fulfilling chaperone duties as needed.

• Staff members should review planned contact/communication methods and emergency procedures with the designated leader of the trip before departure (contact/communication may be text, cell phone, or face to face). Request a contact sheet identifying designated leader(s) and contact numbers before departure if one has not been supplied.

• Cell phones need to be used at appropriate times. Personal cell phone usage should be kept to a minimum while serving as a chaperone.

• Inappropriate language is unacceptable for adults or students. Please be mindful of the way you speak around our students, other volunteers, and staff members.

• We need chaperones that are interested in helping all students. Although your main responsibility may be to take care of your own assigned group, please be aware of what all students are doing and report any inappropriate behavior to the designated leader.

• Be familiar with the destination and purpose of the field trip. Review relevant literature, itinerary, and policies before starting on the trip.

• If a student is missing, notify a designated leader immediately.

• In case of emergency, contact any staff member, designated leader, and/or call 911.

**Chaperone Personal Standards & Behavior:**

* Personal Standards- Because you represent the school and school district, it is important that you are modeling appropriate grooming and dress standards. Modesty is the overriding principle with respect to dress code. Please apply a standard of professional dress as appropriate in all situations.
* Personal Behavior- Due to the responsible nature of the chaperone’s position, it is imperative that the chaperone be able to exercise excellent judgment at all times. The use of any of the following is strictly prohibited while chaperoning a Highline School District event: alcohol, drugs, and tobacco. Use of these items is prohibited even when students are not present, as you may be called at any time to perform chaperone activities. Use of profanity is also strictly prohibited.

**Chaperone/Student Ratios:**

The maximum ratio for chaperone to student is 1/10. Some trips may have a reduced chaperone to student ratio dependent size, scope and manageability of the venue on planned activities, student age, and ability. At no time will the chaperone to student ratio go above 1/10.

Per Policy 2320:

* Prior to the date of the trip, the organizer(s) must file a list of chaperones with the principal
* Chaperones must be at least age 21 and must have an approved volunteer application on file at the school
* For overnight trips chaperone gender must match student gender
* Secondary Schools: 1:10 for chaperones per student
* Elementary Schools: 1:5 ratio is recommended whenever possible

As an example, this means that a secondary school trip with 31 male students requires a minimum of four adult male chaperones.

All chaperones should avoid situations that place chaperone and students in a 1 to 1 secluded (behind closed doors or out of plain sight) situations.

**Overnight Trip Expectations:**

1. All student and chaperone room keys will be distributed by the designated leader. Chaperones will be responsible to get the keys (both their own and their groups’) from the designated leaders.
2. Hotel/overnight accommodations expectations include:
	1. Expectation of quiet and respectful behavior. The hotel is shared with other guests and we are representing our respective schools and Highline School District.
	2. Designated time for “lights out” and designated “wake-up” time along with schedule of mealtimes and check out times as appropriate.
	3. Chaperones will discuss the condition of the hotel room on arrival with students, and the expectation the condition will be the same at check out.
	4. Care shall be taken to minimize noise -- including stereos and TVs, particularly after established curfew times.
	5. Student will be in his/her room by curfew.
	6. Respect shall be shown toward hotel/convention center employees, guests, the community, and personal property.
3. Chaperones will physically check attendance (use written room assignment checklist) and assure each student is in their assigned room.
4. Expectation of random “room checks” throughout the night. Male chaperones will do room checks on rooms with male students and female chaperones will do room checks on female students.
5. There will be no co-ed time in any hotel room at any time of the day or night, under any conditions, without exception. NO STUDENT OTHER THAN THOSE ASSIGNED MAY BE IN A ROOM.

**Overall Code of Conduct Student Expectations:**

1. CONSUMPTION OF ALCOHOL AND USE OF DRUGS WILL NOT BE TOLERATED.
2. Participant shall refrain from running or loud talking in hotel halls or public areas.
3. Each student will inform designated adviser of location at all times.
4. Each student will participate in all individual as well as group activities.
5. Each student will meet with other participants of the opposite gender only in places identified as public meeting areas.

**Traveling by Bus**

* Whenever boarding or re-boarding the bus, please check to make sure all individuals in your group are present and seated. Please sit in the same seat throughout the trip. Adults need to be disbursed evenly throughout the bus during the entire trip.
* Whenever the itinerary calls for us to tour in chaperone groups, please be certain of the pick-up location and time. (We need to be flexible. On occasion, the itinerary may have to be modified.) Be sure you confirm with the designated leader the pick- up time and location and any rendezvous point prior to leaving the bus.
* WAC 392-145-021 section 4: “When a teacher, coach, or other certificated staff member is assigned to accompany students on a school bus, such person shall be responsible for the behavior of the students in his or her charge and shall ensure that passengers comply with state rules, and district policies and procedures for student transportation. However, the school bus driver shall have final authority and responsibility”.

In addition to these guidelines, all field trips are governed by Policy & Procedure 2320, which can be found online at: <http://www.highlineschools.org/about/board-policies>

**Chaperone Guideline Form Details:**

* A signed copy of this form must be kept at the school where the field trip originates. These forms are good for two years and do not need to be included in the trip packet.
* This Chaperone Guideline Responsibilities form is for both staff chaperones and volunteer chaperones.

Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_