

**GUIDELINES FOR ADVISORS AND CHAPERONES FOR EXTENDED
EDUCATIONAL EXPERIENCES**

Definitions:

“Extended Educational Experience” – See Policy No. 6100

“Advisor” shall mean a district-employed teacher, coach, director, or supervisor.

“Chaperone” shall mean an adult volunteer responsible for assisting with the supervision of students.

The advisor will be responsible for causing to see that the following guidelines and regulations are implemented on extended educational experiences.

- 1. Departure and Return.** A list of all students participating in extended educational experiences shall be developed prior to departure and shall be checked off at each point of departure during the trip. Advisors will remain with the students at the end of the trip until all students have returned to class or have left the point of return in approved transportation.
- 2. Rooms.** The advisor shall be responsible for issuing one room key to one of the members of the group occupying each room. In addition, he or she shall keep a key to the room. One room check shall be made each evening to affirm that everyone is in their rooms and other checks will be made as warranted by circumstances.
- 3. Curfew.** The advisor will be responsible for establishing curfew time each night and communicating that time to all students. The advisor has the ongoing responsibility to see that students receive proper rest and that proper decorum is maintained.
- 4. Health Problems.** The advisor will be responsible for handling health problems of the students and notifying parents of a health problem that would require parental intervention. Advisors will have emergency health cards for all students on overnight trips.

5. **Transportation**. Students should travel to, during, and from all activities in district-owned vehicles or in private vehicles approved in advance by the District. If private vehicles are being used or district vehicles are being driven by nonschool personnel, arrangements for such must be made through the principal and Business Office per district regulations.

5. 1 Transportation Release:

Students may be released from riding in school transportation to and from extended educational experiences with prior approval based on the following.

- Advisor approval (Advisors may require school transportation as an important part of the overall activity);
- A written request for a release submitted in advance by the parent or guardian;
- Approval of building administrator.

6. **Released Time**. Students may be released from direct supervision of advisors and chaperones for such activities as meals, sight seeing, and recreation, not to exceed a length of time set by the advisor. Advisors will be aware of the activities for which students are released.
7. **Chaperone Duties**. Advisors will be responsible for developing a written list of chaperone duties. That list of duties shall be reviewed and approved by the principal prior to the activity. The advisor will meet with all chaperones prior to the activity and review the rules and regulations. The rules and regulations will clearly define the limits of chaperone responsibility.
8. **Custodian of Funds and Property**. The advisor will be responsible for all district funds and property and will account for such upon return.
9. **Reporting**. The advisor will report to his or her supervisor upon return. The advisor shall advise his or her supervisor (if not available, the Superintendent, Assistant Superintendent, or other officer of the District) of any emergency or negative incident as soon as possible after its occurrence.