

**DUTIES OF CHAPERONES**

When a school sponsors a non-classroom activity, it is the responsibility of the Principal to arrange for chaperones. Chaperones are to be provided for school-sponsored travel, as well as activities held on school district property.

The common duties of all chaperones are summarized below. Added duties and directions relating to a particular building and/or type of event will be dealt with in memoranda from the Principals to the chaperones. Chaperones shall:

1. Enforce the provisions of policies regarding student conduct.
2. Maintain crowd control; not be diverted by becoming merely another spectator.
3. Station themselves where they can observe the behavior of those in the area for which they are responsible; move about as necessary to deal with potential problems.
4. Enforce any instructions regarding admission fees and attendance limitations.
5. Prevent loitering about the building and grounds by individuals not participating in the activity.
6. Prevent unnecessary congregating in corridors and rest rooms.
7. Prevent those attending the activity from leaving and returning without permission.
8. Follow the Principal's written instructions concerning fire, bomb threats, or other similar emergencies.
9. Keep unauthorized vehicles (including bicycles) out of the area in which an activity is taking place.
10. At athletic activities, prevent spectators from entering the playing area, obstructing aisles and entrance or exit areas, and from unnecessary blocking of other spectators' view.
11. Encourage sportsman-like behavior at athletic events.
12. See that any refreshments served are consumed in the areas reserved for that purpose.
13. Discourage littering of the building and grounds.
14. Assist the person in charge of the activity to make certain that those attending the event have departed and that custodians have secured the building or area.

Chaperones should seek police assistance when needed. Uniformed police are on duty at many events to prevent disorder, control vehicular and pedestrian traffic and assist when called upon to do so.

Chaperones for bus trips are to:

1. Report as directed by the Principal.
2. Obtain from the person in charge of the activity the list of passengers on the bus being chaperoned.
3. Check the attendance when departing and when boarding the bus to return.
4. Check and/or collect any necessary tickets.
5. Admit no unlisted passengers without authorization. When such authorization is given, the name(s) of the added passenger(s) must be added to the list.
6. Make sure that students ride the same bus while going and returning.
7. Allow bus departure only after the person in charge of the activity has checked with the chaperones on each bus and authorized the departure.
8. Sit near the rear of the bus.
9. Enforce bus rules.
10. Report to the person in charge of the activity any student whose behavior is such that disciplinary action is recommended.
11. Remain with the bus group while at the activity to encourage the same standards of conduct which would be expected at a comparable event in the home school.
12. Return bus lists, with attendance or absence noted, to the person in charge of the activity.

Adopted:      September 4, 1973