

Chaperones/Attendees for High School Overnight  
School Sponsored Excursions

Personnel will be selected as chaperones according to the needs of the students, recommendation of the trip supervisor and the activity attended. The total number of chaperones should not exceed a ratio of twelve students to one chaperone and a minimum of one chaperone for 25 students unless otherwise approved by administration. Arrangements will be made for gender appropriate chaperones. Trips with one chaperone may be approved by administration. Priority may be given to chaperones with medical skills. The building principal will approve the list of chaperones.

Staff members chaperoning will be selected and approved by the building principal with a preference given to those not needing substitutes and for staff members at the grade level of the students.

All non-staff chaperones must complete a School Volunteer application. Background checks will be conducted by the district office on all non-staff-individuals. Final selection will be approved by the building principal.

Chaperone trip costs, will be borne by the student participants or free if offered by vendors.

The trip chaperones/non-student attendees may not use alcohol, tobacco products or illegal substances at any time during the trip. The chaperones must follow the directives and supervision schedule of the trip coordinator, school district policies and trip guidelines at all times and sign and abide by a trip agreement. Chaperones may be required to fulfill volunteer requirements for the trip before and/or after the trip's conclusion.

REFERENCE: West Salem Board Policy 541.7 School Volunteers  
APPROVED: May 12, 2008  
REVISED: August 24, 2009  
REVISED: September 23, 2013