

Chaperones/Attendees for Middle 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. There must be a minimum of one chaperone per 25 students. 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 and Volunteer Contract. Background checks will be conducted by the district office on all non-staff individuals. Final selection will be approved by the building principal.

Staff chaperone trip costs will be borne by the participants or free if offered by vendors. Non-staff chaperone trip costs will be borne by the chaperone.

The trip chaperones/non-school attendees may not use alcohol, or tobacco products or illegal substances at any time during the trip. Use of tobacco products is strongly discouraged and prohibited in view of students. They will 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 trips conclusion.

REFERENCE: West Salem Board Policy 541.7, Ex. 1 and 2,
School Volunteers

APPROVED: August 24, 2009

REVISED: September 23, 2013