

7.1.11 ADULT SUPERVISION OF STUDENTS DURING OFF-CAMPUS, DISTRICT/SCHOOL-SPONSORED TRIPS (BOE approved 7/13/06)

POLICY

Staff members shall be appointed to supervise all off-campus, district/school-sponsored trips. The trip supervisor(s) shall be responsible for student safety and welfare, as well as for the enforcement of school rules and regulations at all off-campus, district/school-sponsored trips. In addition, chaperones may be appointed to assist in the supervision of students. The superintendent or his/her designee shall have the authority to develop procedures to implement this policy.

PROCEDURES

1. For each trip, the principal or his/her designee shall appoint a trip supervisor. The trip supervisor must be a district employee and will usually be the school employee associated with or requesting the trip.
2. The trip supervisor shall:
 - a. plan the trip;
 - b. determine the students' eligibility to participate;
 - c. compile and document emergency phone numbers;
 - d. make all necessary reservations and arrangements with the place to be visited;
 - e. secure "Parent Information and Permission" and "Permission to Participate" forms from the students;
 - f. secure authorization to distribute/dispense medication to students;
 - g. fill out the "Transportation Request" form and verify the qualifications of any and all drivers;
 - h. arrange for all chaperones;
 - i. insure that all travel approval forms have been completed and approved; and
 - j. be responsible for all financial arrangements covering transportation, meals, admission fees, and overnight accommodations, as needed.
3. The trip supervisor is responsible for proposing and organizing the trip and the conduct of all persons associated with the trip.
4. The trip supervisor, in collaboration with the principal or his/her designee, shall determine the number and gender of chaperones necessary for each trip based on the nature of the trip.
5. With the approval of the principal or his/her designee, the trip supervisor may appoint teams of chaperones with the team member names and daily chaperone schedule submitted in advance.
6. Staff members directly associated with the specific activity (coaches/sponsors) are normally appointed as chaperones. Other staff members may be appointed chaperones.

Parents, community members and other non-school staff may serve as appointed chaperones for trips, as long as they are 21 years of age and have no record of criminal conduct verified by a criminal background check.

Other adults, who attend and/or travel with the activity, are not appointed chaperones, and are not, except in the case of an emergency, to assume the responsibilities of trip supervisor or appointed chaperone.

7. Spouses and children of the trip supervisor and appointed chaperones are welcome as long as their presence does not interfere, in any way, with the performance of their respective duties.
 8. The trip supervisor shall give the principal or his/her designee a trip itinerary, the names and cell phone numbers of all appointed chaperones, and a roster of trip participants.
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9. The trip supervisor will hold a meeting before the trip with the students and chaperones. Items to be covered include the trip itinerary, expectations for the supervisor and chaperones, curfew details (where relevant), and student behavior.
 10. The trip supervisor and chaperones will review the student expectations and responsibilities for the trip with the students at the start of the trip.
 11. In the event of an accident, medical emergency, or incident of misconduct, the trip supervisor, in consultation with a school/district administrator(s), shall be responsible for the students and shall make all decisions related to the trip, such as how parents will be notified and how the trip will proceed or be modified.
 12. Chaperones on duty are responsible for supervising student safety and proper student conduct, as established by the district's activity and transportation regulations, codes of conduct and the rules and regulations of any place being visited. A copy of these procedures and a copy of all student rules, regulations, and codes of conduct will be given to each chaperone.
 13. Chaperones on duty are responsible for the supervision of students at all times, and will not allow students to leave their direct supervision except for specified periods of time for specific reasons and only after giving specific approval.
 14. On overnight trips, appointed chaperones on duty will either sleep in the same location as their students in dormitory style settings, or will be in reasonable proximity to monitor students in hotel style accommodations. Chaperones on duty will check each room after all students have vacated their rooms in the morning. Appropriate accommodations to this procedure will be made in the case of exchange programs where students stay in the homes of host families.
 15. The trip supervisor and appointed chaperones on duty are strictly prohibited from using alcohol and/or illegal drugs throughout the trip, and shall not use tobacco in any vehicle or in the presence of students. All attending adults are prohibited from consuming alcohol in the presence of students or using tobacco in any vehicle or in the presence of students.
 16. While the district accepts responsibility for the liability of the trip supervisor and appointed chaperones while performing their assigned duties, the school district does not assume any liability for actions taken during "off duty" time. Appointed chaperones who will be "off duty" at any time during the trip will sign a hold harmless and indemnification agreement prior to the trip.
 17. The school district does not provide personal injury/medical insurance coverage to non-district personnel serving as appointed chaperone(s).
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