

SCHOOL CHAPERONES

NEPN/NSBA Code: IJOCA

The selection and orientation of chaperones is the responsibility of the teacher/supervisor who is in charge of the trip. The use of chaperones contributes to the safety and well-being of all field trip participants; therefore, adequate supervision of students should be carefully planned.

In the interest of protecting the safety of students and staff, any and all individuals who wish to chaperon a school field trip must complete the Department of Education criminal background check as well as the fingerprinting process. Once confirmation has been received of the person being approved by the Department of Education they will be allowed to chaperone. No person who has been convicted of a sex offense will be allowed to volunteer in the schools or in any school-sponsored activity.

Per M.R.S.A. Title 20A, section 6103 Exemptions “ An active duty law enforcement officer from a local law enforcement agency with jurisdiction over a school’s premises who assists with school security, safety, emergency preparedness or emergency response or has been assigned other responsibilities concerning the school by the school or the local law enforcement agency is exempt from the provisions of this section” (statute defines “law enforcement agency” as any state, county, municipality or other political unit within the territory belonging to the State or any department, agency or subdivision of any of the foregoing or any corporation or other association carrying out the functions of government that employs law enforcement officers)

The teacher/supervisor is considered a chaperone. The following chaperone-to-student ratio should be considered a minimum:

- One chaperone to five (5) students (Grades K-5)
- One chaperone to six (6) students (Grades 6-8)
- One chaperone to eight (8) students (Grades 9-12)

The actual number of chaperones depends on the nature of the trip, the age and number of students, and whether or not the trip includes an overnight stay. A certified teacher will be responsible for dispensing any required medications.

Chaperones must give their full attention to the students for whom they are responsible and must also assume a full-time commitment to their responsibility during the entire trip.

Chaperone guidelines include, but are not limited to, the following:

- Maintaining vigilance over assigned students by taking periodic head counts, and, in overnight trips, by completing bed checks and room checks.
- Setting proper examples for students.
- Reporting unacceptable student conduct to the teacher/supervisor.
- Monitoring students going to restrooms as per teacher/supervisor instructions.
- Assuming other duties as determined by teacher/supervisor.

Parents who accompany their children as field trip chaperones must allow their children to be governed by school rules and regulations as established by the Rangeley Lakes Regional School.

Chaperones' children who are not enrolled in the class or activity may not accompany the chaperone on the field trip.

Other close relatives (grandparents, aunts, uncles or other adults) may substitute for parents at the principal's discretion only.

Chaperones may not consume alcoholic beverages at any time during a trip. Smoking is discouraged and is not allowed in the presence of students.

Cross Reference: IJOC: School Volunteers

Adopted: February 12, 2008

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