

## **Pataula Charter Academy Chaperone Duties And Responsibilities Policy**

**Purpose:** To provide guidelines for chaperones attending school sponsored fieldtrips.

**Policy Statement:** To maximize safety for all students and any parents or guardians attending school sponsored fieldtrips, the following duties and responsibilities are required of all parent chaperones or those who attend fieldtrips as part of Pataula Charter Academy:

- All chaperones are required to complete an initial background check prior to going on any overnight field trip. Background checks can be completed at any sheriff's office. Calhoun County will provide them free of charge if you tell them it is for a PCA field trip. Background reports are good for 365 days. Chaperones are responsible for getting the background checks to the school in a timely manner. Chaperones are required to disclose information pertaining to prior arrests or convictions, regardless of the amount of time that has passed, determination of guilt or innocence, or significance of the incident. Failure to disclose may result in restriction from attending the field trip and possible restriction from attending future school sponsored fieldtrips. The Governing Board will make decisions on a case by case basis in executive session, should background checks reveal any offenses.
- All adults are to refrain from being in potentially compromising situations with students or other adults.
- All students must ride in school provided transportation both to and from the fieldtrip and during transport during a fieldtrip to multiple locations. If parents sign a child out of school for the day, parents may transport their own children from a field trip.
- Teachers shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all PCA students. Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times. Chaperones should ensure that all students remain seated on the bus and strictly monitor behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering roads, or when crossing a railroad track. Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a PCA staff member or administrator.
- The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.
- Chaperones may not bring siblings of their child who is attending the trip or any other children not involved in the field trip. This poses a liability for the school.
- Chaperones may not leave the group or venue at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip.
- Chaperones must be dressed in accordance with PCA's dress code for students.
- Chaperones may not drink alcoholic beverages, utilize illegal substances, use tobacco products of any kind, or use profanity at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip.
- Students must be escorted into and out of public bathrooms. Chaperones must at no time leave any student, even a child of a chaperone, unattended in a public bathroom.
- Chaperones must stay with the students specifically assigned to them unless a change is authorized by a PCA staff member.
- Chaperones should bring a student that has become ill during the course of a field trip to a PCA staff member. Parents of the student should be promptly contacted by the PCA staff member. The PCA staff member and chaperone will work collaboratively to ensure the child is properly attended.
- All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and PCA staff. Chaperones and PCA staff are expected to participate in all activities planned as part of a field trip itinerary. Chaperones and PCA should strictly enforce rules or procedures established as part of the PCA Discipline Code or those established by the venue. Chaperones and PCA staff are expected to provide direct instruction and modeling of appropriate behavior and etiquette in certain venues (e.g., restaurants, museums, etc.)

Failure to comply with all duties and responsibilities could result in a parent violation notice and/or being prohibited from chaperoning future trips.

**Adopted:** 5/21/12  
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