

COUNCIL ROCK SCHOOL
DISTRICT

ADMINISTRATIVE
REGULATIONS

DUTIES AND RESPONSIBILITIES OF TEACHER CHAPERONES
OF SECONDARY SCHOOL ACTIVITIES, GRADES 6-12

In order to better inform teachers of their duties and responsibilities at any given school function, the following guidelines have been established. However, when a problem arises which appears to be outside the realm of the guidelines, the chaperone should use reasonableness in trying to resolve it.

It shall be the responsibility of the building principal to designate one chaperone as the person in charge. Other chaperones should look to him/her for decisions in times of emergency. At class functions, the class advisor will serve as the faculty member in charge.

1. Be punctual for all school activities.
2. Chaperone the activity until its completion. At least one (1) chaperone should remain at the site of the activity until all students have left or have been picked up by their parents.
3. Be certain the custodian on duty knows what is required of him/her, preferably in advance of the activity.
4. Circulate about and talk pleasantly to students, encouraging them to participate in the activity.
5. Help establish and maintain student decorum.
6. Find out enough about the activity to be able to answer questions.
7. Communicate with the administrator in charge for specific instructions.
8. Refrain from drinking alcoholic beverages while on duty, in accordance with district policy.
9. Dress appropriately for the occasion.
10. Know the local police and rescue squad telephone numbers for emergencies and do not hesitate to call the local police when the situation necessitates it.
11. Know the location of office telephones available and plan to have the custodian open offices if necessary.

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12. Identify the hired security guards and/or local police on duty and give them their instructions.
13. Attempt to control littering.
14. Prohibit the use of tobacco, alcohol, or drugs at any school sponsored activity.
15. Prohibit uninvited outsiders from barging in to school activities.
16. Ask unruly individuals to leave school activities.