

# Mesa Public Schools

## CHAPERONE RESPONSIBILITIES

**Chaperones are defined as: certificated employees, classified employees, student teachers, parents, guardians, and approved volunteers.**

It should be noted that the responsibilities of chaperones may vary according to the trip they are chaperoning. Generally, the responsibilities are as follows:

1. The chaperone will be attentive to the needs of the students and be the students' primary adult contact.
2. The chaperone will know the locations and whereabouts of each student assigned to him or her during the trip.
3. The chaperone will follow the directions and guidelines of the teacher in charge of the trip.
4. The chaperone will abstain from the use of alcohol and drugs, including prescription medications, if such medications might result in impairment that could affect the chaperone's ability to assist students and other chaperones at any time during the trip.
5. The chaperone will abstain from the use of tobacco products. If the chaperone is assisting with an overnight trip, use of a tobacco product may be permitted only during "off-duty" time in a designated smoking area that is not visible by students.
6. The chaperone will dress in a manner that is appropriate for the educational experience.
7. If a student requests medication for any reason, the chaperone will advise the teacher. Only authorized chaperones and staff members of Mesa Public Schools may administer medication.
8. Chaperones will not bring other children on the trip.
9. The chaperone should not be left alone with a student unless it's the Parent/Guardian with their own child.
10. Serious discipline issues are to be handled by authorized staff members of Mesa Public Schools. Minor infractions, such as talking too loud or not staying in line, can be handled by any chaperone.  
A chaperone should never separate a student from the group for the purpose of disciplining the student.
11. During an overnight field trip, a chaperone ordinarily should not:
  - Use showers when students are using them
  - Be the only adult present where students are sleeping such as; hotel rooms, tents, cabins etc. Two chaperones should always be present.
12. Any chaperone who is not a parent or guardian of a student participating in a field trip must be age 21 or older and approved by the district. Submit a Volunteer Program referral form to Human Resources or call 472-0433 at least three weeks prior to the travel date to request fingerprinting.
13. The Chaperone will pay their own way (exceptions may apply), either at the door or will pay into the school's Student Activity Club Account (ECA is not allowed for the Chaperone payments)
14. The chaperone may be assigned other responsibilities by the teacher in charge.

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Trip Sponsor (Teacher) Signature

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Chaperone Signature

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Date

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Date