Print Form

9.2007

Chaperone Guidelines
Overnight Field Trips

The Marysville Public Schools authorizes the use of chaperones during activities, functions and events organized by the District. The chaperone guidelines include, but are not limited to, the following:

- ⇒ All chaperones must fill out this application prior to the scheduled trip and are subject to background and criminal history checks. Chaperones must be approved in advance by the building principal and must be assigned to a designated District employee.
- ⇒ Chaperones are to be used only in an auxiliary capacity under the direction and supervision of the designated District employee and may not be used as a substitute for District employees.
- ⇒ Chaperones are volunteers and shall not be considered employees of the District for any purpose. Chaperones are not compensated for their services and receive no employment or other rights with the District as a result of their service.
- ⇒ Chaperones are to comply with all laws and District policies, rules, and regulations.
- ⇒ Parents who accompany their children as field trip chaperones must allow students to be governed by school rules and provisions of the Marysville student code of conduct.
- ⇒ Chaperones shall not possess, consume, use, distribute, or be under the influence of alcohol, tobacco, or drugs at any time while acting as a Chaperone.
- ⇒ Chaperones must assume a full-time commitment to their responsibility and must follow these guidelines for the entire trip.
- ⇒ Chaperones may be expected to monitor students in shifts during the night, as designated by the trip supervisor.
- ⇒ Chaperones will be assigned to rooms on the same floor as and in close proximity to student rooms.
- ⇒ Chaperones should enter student rooms only in an emergency situation and must be accompanied by another adult chaperone.
- ⇒ In general, the following chaperone-to-student ratios are recommended for overnights:

Middle School:	one chaperone per 7 students outside the district
	one chaperone per 12 students inside the district
High School:	one chaperone per 8 students outside the district
	one chaperone per 12 students inside the district

- ⇒ Student misconduct observed by or reported to a Chaperone must be immediately reported by the Chaperone to a District employee for handling in accordance with the District's disciplinary policies. Corporal punishment by District employees, volunteers, and/or contractors is strictly prohibited.

I hereby request to be a volunteer Chaperone for the Marysville Public School District. I have read, understand, and agree to abide by the above guidelines. I hereby release the District from any damage or liability in connection with or resulting from my services as a volunteer chaperone.

_____ _____ _____
Printed Name*** Date Signature

_____ _____
Driver's License # Date of Birth

_____
School

***My signature above authorizes Marysville Public Schools to conduct a background check using any records maintained by the Michigan State Police or the FBI. All chaperones are subject to a criminal background check. We search public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.