

KENOSHA UNIFIED SCHOOL DISTRICT

August 25, 2015

**SCHOOL BOARD POLICY AND RULE 4333 – CHAPERONE  
REQUIREMENTS & EXPECTATIONS**

**Background**

Currently, the District does not have a chaperone policy. There is need for the school board to approve a chaperone policy in order to provide a safe environment for any off campus activity (Attachment A).

Chaperones must be responsible for keeping order and are responsible for the safety, welfare and conduct of students at all times. This chaperone policy will hold individuals, who take on the responsibility to chaperone students, accountable for their actions during the supervised activity.

After a thorough investigation, district employees serving as chaperones may be subject to disciplinary actions, up to and including termination for failing to meet the expected behaviors.

All other volunteer chaperones, after a thorough investigation, will have their services related to the trip or future chaperone activities terminated immediately for failing to meet the expected behaviors.

Any individual or other types of volunteers are responsible for the safety of the students in their charge for the entire time.

Forms have been developed to ensure that each chaperone is aware of his/her duties and responsibilities. Attachment B is the KUSD Employee Chaperone Policy Acknowledgement. Attachment C is the KUSD Volunteer Chaperone Policy Acknowledgement.

**Administrative Recommendation:**

The school board approved Policy and Rule 4333 as a first reading at the July 28, 2015, regular meeting with the change of "volunteer" to "chaperone" in the non-employee chaperone policy acknowledgement. Administration recommends that the school board approve proposed Policy and Rule 4333 – Chaperone Requirements and Expectations as a second reading at the August 25, 2015, regular meeting.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Annie Petering, J.D.  
Chief Human Resources Officer

**RULE 4333  
CHAPERONE REQUIREMENTS & EXPECTATIONS**

It is expected that all Chaperones read and become familiar with the duties and responsibilities of Chaperones as set forth in the district policy. All Chaperones are subject to board policies and district procedures while on assignment. All individuals seeking to act as a Chaperone will submit to a criminal background check.

Chaperones shall abide by the following for the entirety of the trip/event/assignment:

- Follow the direction of the teacher, advisor, coach, principal or his/her designee in charge of the trip;
- Report any misconduct immediately;
- Be responsible for the safety of assigned students and be aware of their whereabouts at all times;
- Abstain from the consumption and/or use of any alcohol and/or illegal drugs;
- Use appropriate verbal communication and display appropriate physical conduct;
- Refrain from transferring duties and responsibilities to another person;
- Attend to the needs of students outside of their assigned supervision in the event of an emergency or if asked to do so by teacher, advisor, coach, principal or his/her designee in charge of the trip; and
- Comply with all applicable policies and procedures of the district.

Chaperones who do not comply with any of the above provisions will have their services for the school related trip terminated immediately, and district employees serving as Chaperones may also be subject to discipline, up to and including termination.

All Chaperones are required to execute a Chaperone Acknowledgement Form prior to departure for the trip/event/assignment.



**Kenosha Unified  
School District**

**Non-Employee Chaperone Policy Acknowledgment**

By acting as a chaperone, I, \_\_\_\_\_ understand and expressly agree that:

- A. I will abide by the provisions of the Kenosha Unified School District Chaperone Requirements & Expectations Policy;
- B. During my time as a chaperone, I understand and agree I am subject to all board policies and district policies and procedures; and
- C. A failure to follow the provisions of the Kenosha Unified School District Chaperone Requirements & Expectations Policy and all other applicable district policies and procedures will result in having my services for the trip terminated immediately.

Chaperone name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_