

Chaperone Agreement Procedures

Jefferson County Board of Education Policy Chapter 7, Section 5.4 Field Trips require—one chaperone for every ten students. All chaperones are to follow the policies of Jefferson County Schools during the time of the event and abide by them.

- A. Each chaperone, before attending any field trip, is to complete an Chaperone Activity Agreement form.
- B. All chaperones are to be made aware of all policies and school rules.
- C. The agreement form is to remain on file in the school office and to be updated annually.

Jefferson County Schools
Chaperone Activity Agreement
(This agreement is to remain on file in the school office.)

I, _____, agree to act as a chaperone on a Jefferson County school-related event on _____. In agreeing to do this, I understand that I will be subject to the policies and instructions of school employees during the time of the school event, and I agree to abide by them. I agree that if my child is a member of the group, he/she will conform to the activities scheduled for the rest of the group of students.

I understand and will abide by the Jefferson County Board of Education Policy which prohibits the use of tobacco on school property, at any school-sponsored event, and when in the presence of students. I further understand the Jefferson County Board of Education reserves the right to request a background check on any chaperone/volunteer should there be sufficient cause to do so.

Signature

School

Teacher

This form is to remain on file in the school office.

Chaperone/Volunteer Approval Procedures

Jefferson County Board of Education Policy Chapter 7, Section 5.4, Field Trips provide that principals may approve parents as chaperones. The Superintendent/designee (Assistant Superintendent of Curriculum and Instruction) must approve all other individuals interested in being chaperones and/or volunteers. The procedures are as follows:

A. Parent Chaperones

1. The principal shall submit the names of parent chaperones on the proper form, SOP 7.7a.
2. SOP 7.7a is to be signed by the school principal and a copy forwarded to the Office of Curriculum and Instruction before parents can serve as chaperones.
3. Parent chaperones are to be approved annually.

B. Non-Parent Chaperones

1. The principal shall submit the names of non-parent chaperones on the proper form, SOP 7.7b.
2. SOP 7.7b is to be signed by the school principal and forwarded to the Office of Curriculum and Instruction.
3. The form will be forwarded to the superintendent/designee (Assistant Superintendent of Curriculum and Instruction) for signature.
4. A copy of the approved form will be sent to the school and a copy will remain on file in the Office of Curriculum and Instruction.
5. Non-parent chaperones are to be approved annually.

C. Volunteers

1. Volunteers
 - a. The principal shall submit the proper form, SOP 7.7c, for any individual interested serving as a volunteer.
 - b. SOP 7.7c is to be signed by the school principal and forwarded to the Office of Curriculum and Instruction.
 - c. SOP 7.7c will then be forwarded to the superintendent/designee (Assistant Superintendent of Curriculum and Instruction) for signature.
 - d. A copy of the signed Volunteer Application will be sent to the school, and a copy will remain on file in the Office of Curriculum and Instruction.
 - e. The school office will maintain a file of approved volunteers.
 - All volunteers who volunteer regularly are required to have a tuberculin skin test or chest x-ray.
 - f. Volunteers are to be approved annually.

Jefferson County Schools Volunteer Application

Name _____ Date _____

Address _____

_____ Phone Number _____

School _____

All volunteers who volunteer in Jefferson County Schools are required to have a tuberculin skin test on file in the school office prior to commencing their volunteer work.

Principal's Recommendation

Recommended _____ Yes _____ No

Principal's Signature _____ Date _____

Action

_____ Approved _____ Not Approved

Superintendent's/designee's (Assistant Superintendent of Curriculum and Instruction)

Signature _____ Date _____