



Concordia Language Villages Chaperone Policy for School Groups

NEW for the 2017-2018 school year: school groups must provide their own chaperones for cabin supervision. We will operate as most specialty academic programs in the Midwest region and thus will not have staff available to supervise cabins overnight.

This policy applies to school groups and other youth organizations attending a Concordia Language Villages program.

Chaperones accompanying youth groups to a program of Concordia Language Villages will need to submit a Language Villages **Teacher/Chaperone Registration Form** and a **Teacher/Chaperone Health Form**.

The table below presents the student to chaperone ratio required for all programs:

Total male students	Total male chaperones	Total female students	Total female chaperones	Total students	Total chaperones
1-10	1	1-10	1	1-20	1-2
11-20	2	11-20	2	11-40	2-4
21-30	3	21-30	3	21-60	3-6

For Village Weekend programs, the Lead Teacher is **not** considered a chaperone and is responsible for bringing enough adults to supervise students during program activities and overnight in the cabins. If the school is lacking chaperones according to the ratio above, school teachers may be required to fill the role of cabin chaperone. The Concordia Language Villages staff will not be able to supervise cabins overnight. Thank you for providing enough chaperones for your program.

A Chaperone is a legal adult who:

- has been appropriately screened for child protection purposes by the school or organization before participation in a Concordia Language Villages program;
- travels with the group and supervises their school’s children during transport;
- takes direction from Language Village staff;
- does not need to have target language skills (this is welcome but not required).

Once on site and as the program commences, the chaperone meets with the Language Village program leader or a designated supervisor to discuss policies and expectations of the chaperone while in the program.

Concordia Language Villages seeks to provide a positive experience for all. Therefore, tolerance and respect are practiced for all individuals, regardless of sex, race, gender identity, creed, color, sexual orientation, national origin or physical ability. While faith diversity is respected, converting others to one's own beliefs is not tolerated.

Discrimination and/or harassment are not tolerated. Physical punishment and/or abusive language (e.g. swearing, threatening words) are not tolerated and are grounds for removal from the site.

Chaperone expectations and responsibilities:

1. Chaperones shall conduct themselves in such a way that will enable them to function at the level of mental and physical activity required by the program.
2. Chaperones shall respect the immersion environment at the Village and encourage their students to explore all activities and cuisines.
3. Chaperones' responsibilities include the following:
 - a. Supervision of students during these times: before and after meals, in the transition times between activities, scheduled teacher/chaperone supervision times and in the cabins. Chaperones help students manage their time and apparel so they arrive at the activities and meals on time and well prepared.
 - b. Support of the program: living in the north woods is different from being at home. Chaperones model the behaviors that we ask of the students. This includes a willingness to try new foods and activities, listening carefully to announcements, being on time for activities and meals, refraining from using electronic devices, etc.
 - c. Active participation at meals: Chaperones sit with students, ensuring there is at least one adult per table. Some programs assign chaperones to an eating "family." Chaperones encourage the students to try our menu items, chosen carefully to enhance the curriculum and provide a new cultural experience. Chaperones also help encourage students to eat well, show appropriate table manners, coordinate clean up and keep the noise at a reasonable level.
 - d. Attendance at large group activities: the presence of chaperones is very helpful in group management. While chaperones aren't required to attend language-learning classes and activities, they are invited to participate.
 - e. Medication administration: chaperones are aware that participants are responsible for taking and managing their own medication while they are with us. This is stated on the health form, so parents are informed.
4. Chaperones shall not have any visible or audible electronic communication or entertainment devices in program areas, nor shall they share such devices with students, in accordance with Concordia Language Villages' contraband policies.
 - a. Phones must be turned off while chaperones are with students. They may only be used out of ear-and eye-shot. Our buildings all have phones in an interconnected system. Upon arrival, you will be given information regarding communication with others in the program. In addition, the dean will let you know where you may connect to Wi-Fi and work or relax during staff-directed activities.

5. Chaperones agree to live with children of the same gender in a communal living environment, as directed by the Language Village program leader. Concordia Language Villages will make every effort to follow the school's housing requests for chaperones, though private rooms or bathrooms are only provided at the discretion of the Language Village program leader. Maintaining a clean and orderly personal living space is expected.
 - a. Management of cabins: chaperones are responsible for night time safety and helping the students keep the cabins clean and organized. Our phone system ensures any urgent help is easily accessed. Students may not leave the cabins at night. Students who leave the cabin at night may be sent home.
6. The use of alcohol and/or illegal substances is prohibited.
7. The use of tobacco is allowed only in an area designated by the program leader.
8. During the program the chaperone must report concerns such as, but not limited to, inappropriate behavior or activity posing a health and safety risk to others to the Language Village program leader.

Please sign and return **one** copy of this policy per school group per language along with the individual chaperone registration and health forms to weekends@cord.edu or

Concordia Language Villages

ATTN: Village Weekends

8659 Thorsonveien NE, Bemidji, MN 56601.

For questions regarding this policy, please contact Concordia Language Villages at weekends@cord.edu.

I have read, understand, and agree to this policy on behalf of

School name

Print name/title

signature

date