

May 31, 2002

MEMORANDUM

TO: CTSO Advisors
State CTSO Officers

FROM: Phyllis Dryden, Director, Office of Career, Technical, and Adult Education

SUBJECT: CTSO STATE OFFICER TRAVEL & CHAPERONE POLICY

RE: Dr. Keith Rheault, Superintendent Nevada Department of Education
State Consultants with CTSO Responsibility

The State Department of Education recognizes Career and Technical Student Organizations (CTSOs) as a critical component of the education experience. State Officers representing their respective CTSO play an important role in the leadership and representation of their organization. In this role, travel on behalf of the CTSO is required. This memorandum describes State Officer travel policy of the State Department of Education.

CTSO STATE OFFICER TRAVEL & CHAPERONE POLICY

1. Students currently enrolled in a secondary program and serving as a CTSO State Officer are under the care and responsibility of the school district. The Nevada Department of Education does not provide general liability insurance coverage for State Officers.
2. State Officers are required to adhere to their school district transportation and chaperone policy.
3. The default travel and chaperone policy required for all CTSOs is for a State Officer to travel and be chaperoned by an agent of their school district.
4. If the school district policy allows for a State Officer to travel or attend CTSO events without an agent of the school district, a school district administrator must provide written and signed authorization.
5. Under special circumstances, a parent/guardian may sign a travel and or chaperone waiver stating that they are accepting responsibility for their child's travel and supervision for CTSO events requiring their child's participation as a State Officer.

Questions regarding this travel and chaperone policy should be directed to the appropriate State Department of Education Consultant with responsibility for the specific CTSO.

Due to confusion over legal liability concerning travel rules regarding State Officers while enrolled in secondary education in the state of Nevada, I must address current Career and Technical Student Organization (CTSO) travel policies. While state officers are enrolled in high school, as students they are under the liability of the school district. The State Department of Education has no general liability coverage of State Officers.

Regardless of previous practices, this is the policy of all Career and Technical Student Organizations in the State of Nevada and has been for many years. While enrolled in high school, State Officers must be chaperoned by an agent of the school district. Under special circumstances, parents or guardians may sign a wavier stating that they are responsible and liable for their children's travel. Travel will be handled by the school district as their policies allow, and they will be the liable party. If you have any further questions, you may contact the appropriate state consultant with responsibility for the specific CTSO.

Cc: Gloria Dopf, Superintendent, Nevada Department of Education
Karen Chessell, Nevada State FCCLA Adviser