

## **CLASSROOM LAW PROJECT'S COURTHOUSE EXPERIENCE PROGRAM CHAPERONE EXPECTATIONS & RESPONSIBILITIES**

Thank you for volunteering to chaperone! Your help is vital to making this program run smoothly. As a chaperone, you will be responsible for a group of up to 8 students. The list below describes your responsibilities in this role.

### **Security**

***IMPORTANT: These are working courthouses where: 1) serious proceedings take place; and 2) dangerous people may be present (75% of the people accused of a crime in the courthouse are out of custody).***

- Students must be in their Chaperone's sight at all times. Bathroom visits can be made on the way to other courtrooms, when the group is together.
- Everyone will pass through a metal detector at both the Justice Center and Multnomah County Courthouse. Chaperones are to make sure that students are not wearing or bringing anything that will make the detector go off. The following items should be removed and put through the scanner: coats/jackets, shoes, belts with metal buckles, keys, jewelry, watches, mobile phones, electronic devices, and anything else containing metal. Small items should be placed in the plastic dishes provided.
- Weapons or anything that can be used as a weapon will be confiscated and not returned. Students and chaperones should leave the following at home: pocket knives, pepper spray, metal with sharp edges, etc.
- Prior to the tour, the teacher and chaperones should decide on a meeting time and location following observations at the Multnomah County Courthouse. At this time, chaperones will check in with the teacher in the courthouse lobby to confirm that all students are accounted for, then proceed to the meeting location.
- If students and chaperones are separated, they should plan to meet by the security desk in the lobby.

### **Behavior**

- Students should be quiet or speak in whispers when in any of the 3 buildings on the tour as these are places of work. When in courtrooms at both the Justice Center and Multnomah County Courthouse, students should be "invisible" as significant decisions are being made in people's lives.
- Students should not speak about cases they observe while in the courthouse (witnesses may overhear). Please be aware of who is around when discussing your experiences.
- Students should be respectful to courthouse staff and security. All threats are taken seriously, even if meant as a joke.
- Students are not to eat, drink, chew gum, or use electronic devices on the tour.
- Chaperones are expected to model the behavior expected of students.

### **Visiting Courtrooms**

- At the Justice Center, please follow your guide's specific instructions. There are only 4 small courtrooms in this building and they can quickly reach capacity. Your guide's responsibility is to help you see as much as possible without disturbing the judge, his/her staff, and those present for official court business.
- At the Multnomah County Courthouse, follow these practices:
  - First peek into the courtroom to make sure there is enough room for your group. If there is, you may all quietly enter and sit down.
  - If seating is limited, plan to rotate out of the courtroom in order to allow other students an opportunity to enter.
  - Sometimes students are not welcome to observe proceedings. Check the courtroom door for signs excluding student groups.
  - The docket you receive from the guide is very general. For more specific information, check the docket posted outside the courtroom.
  - Do not enter courtrooms that have been crossed off the docket you received from your guide. These judges have requested to not have student groups.