

Chaperone Responsibilities Acknowledgement and Code of Conduct

1. District policies

- a. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Be sure you are familiar with the District Code of Conduct. In order to comply with District policy, during District sponsored events, chaperones:
 - i. May not use, sell, provide, possess, or be under the influence of drugs or alcohol;
 - ii. May not use tobacco in the presence of, or within the sight of, students;
 - iii. May not possess any weapon;
 - iv. May not administer any medications, prescription or nonprescription, to students; and
 - v. Should model appropriate behavior and language.

2. Extra Activities

- a. Ensure that students do not get involved in any extra activities not pre-approved by school personnel. If a student will not follow your reasonable requests to comply with behavior and safety rules, please notify the lead chaperone or other District staff chaperone promptly.

3. Supervision

- a. Students must be supervised at all times while at District-sponsored events.
- b. Review the use of the buddy system with students under your care.
- c. Account for all participants regularly and before changing activities.
- d. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available 24/7, be mindful of safety concerns, and respond to students' needs.
- e. Nighttime supervision can present different challenges. Chaperones should not be sleeping in the same rooms with students, but must ensure that students are in their rooms and not engaged in prohibited activities.
- f. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

4. Emergencies

- a. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, and who has the copies of parental permission slips with emergency phone numbers and medical information.

I acknowledge that I have read these guidelines, and agree to comply with the guidelines.

Name (Print)

_____ Date: _____
Name (Signature)