

# SDLC CHAPERONE AGREEMENT

## PARTICIPATING SCHOOLS AND CHAPERONES

This Student Diversity Leadership Conference (“**SDLC**”) Chaperone Agreement (the “**Agreement**”) is intended to ensure that the School’s employee-chaperones (the “**Chaperones**”) are presented with certain SDLC expectations, along with the SDLC Student Handbook. This Agreement should be read and signed by all Chaperones and submitted to the participating school (the “**School**”). All participating schools must keep this signed Agreement on file for a minimum of four (4) years, pursuant to the School’s agreement with the National Association of Independent Schools (“**NAIS**”).

The School is expected to take all reasonable and standard steps to ensure that SDLC participation is a safe, enriching experience. School Chaperones must be School employees and will participate in SDLC as School representatives. As such, they should be educated and equipped with the information and tools necessary to perform the Chaperone function. This document is intended to supplement — not replace — all School rules applicable to trips, travel, and activities.

## CHAPERONES

NAIS appreciates your willingness to serve as an SDLC Chaperone. You are carrying out this function as an employee and representative of the School. In this role to support SDLC and its participants, you will act as a school trip/travel chaperone and resource to your School’s participating students as well as a liaison between NAIS and the students. Please note that Chaperones will not be permitted to attend SDLC sessions. NAIS will develop instructions and guidance in advance of and during the conference; it is the Chaperone’s responsibility to review all such information related to the conference. If you have any questions about this Agreement, please contact your School, which can provide you with NAIS contact information as necessary.

As an SDLC Chaperone, you are responsible for yourself and your School’s students. As a representative and employee of your School, your School’s chaperone/travel policies apply. This document, along with the SDLC Student Handbook, is intended to supplement any such policies. NAIS endeavors to create a safe, productive, and respectful environment, and it relies on Chaperones to make decisions in line with that goal. Here are a few of the expectations for SDLC:

- Attend or view any pre-event orientation sessions organized by your School or NAIS.
- Read and agree to adhere to any applicable policies promulgated by your School or NAIS for this program, including but not limited to the SDLC Student Handbook.
- Before the conference, provide NAIS, or confirm that your School has provided NAIS, with your contact information and that of your emergency contact.
- Understand and manage your students’ schedules.
- Be responsible for the whereabouts and needs of your students.
- Carry valid photo-identification on your person at all times (NAIS/SDLC staff reserve the right to require photo identification when Chaperones retrieve or are seen with students).
- Comport yourself in keeping with the spirit of the conference and the conduct codes outlined in the SDLC Student Handbook. This includes but is not limited to:
  - engaging with others in a respectful manner;
  - reporting inappropriate conduct to NAIS (including but not limited to any acts that may constitute bullying, harassment, or discrimination);
  - reporting unsafe conditions to NAIS;
  - dressing in a professional manner and understanding your position as a role model for all students at the conference;
  - refraining from intoxication or the use of intoxicating substances of any kind while performing the Chaperone function; and
  - refraining from the use of tobacco or vaping products in front of the students.
- Enforce your School’s and NAIS’s policies (including but not limited to curfews and conduct codes).
- Support and act as a resource for your students, School, and NAIS.

**2022 NAIS  
STUDENT  
DIVERSITY  
LEADERSHIP  
CONFERENCE**

November 30–  
December 3

# SDLC CHAPERONE AGREEMENT (continued)

Failure to comply with your School's or NAIS's policies, or taking actions that are inconsistent with the spirit and mission of the conference or otherwise interfere with SDLC, may be grounds for exclusion from the event and its venue.

By signing below, you acknowledge that you have read and understand this Agreement, you have read the SDLC Student Handbook, and you intend to uphold its rules and assist in ensuring that all activity be carried out consistent with the spirit and mission of SDLC. You further understand that any violations of policy or actions inconsistent with its spirit or mission may result in immediate removal of a student or Chaperone from the program. Further, you understand that the actions of those connected with you or the student (e.g., friends or family who may be in the local area at the time of the event), which interfere with SDLC, may result in the removal of you or the student from the program.

Thank you again for serving in this extremely important role. We look forward to seeing you there!

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## CHAPERONE SIGNATURE

NAME (PRINTED)

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SIGNATURE

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DATE

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TITLE

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MOBILE

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SCHOOL

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## NAIS SIGNATURE



Caroline G. Blackwell, NAIS VICE PRESIDENT, EQUITY AND JUSTICE

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