

2024 SDLC CHAPERONE AGREEMENT

PARTICIPATING SCHOOLS AND CHAPERONES

This NAIS Student Diversity Leadership Conference (“SDLC”) Chaperone Agreement (the “Chaperone Agreement” or “Agreement”) is intended to ensure that the School’s employee-chaperones (the “Chaperones”) (including alternate 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 ten (10) years, pursuant to the School’s agreement (the “School Agreement”) with the National Association of Independent Schools (“NAIS”).

The School is responsible for its participating students (the “Student Participants”) and Chaperones in the same manner as other School trips, travel, and activities, and is therefore 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 Student Participants, you will act as a school trip/travel chaperone and resource to the Student Participants 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 Student Participants. 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 Chaperones:

- **All Chaperones are required to attend a mandatory onsite information session.** Failure to attend will result in the exclusion of your School’s Student Participants from SDLC participation. If exigent circumstances make your attendance delayed or impossible, you or a School designee must contact Caroline Blackwell directly. NAIS will determine, in its sole discretion, whether the Student Participants may still attend SDLC and will endeavor to arrange for an alternate information session for the Chaperones.
- Attend, view, read, or otherwise participate in any pre-event orientation sessions or other information sessions or required or requested reading provided or organized by your School or NAIS or its representatives.
- Read and agree to adhere to and support 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 who the School’s alternate/back-up Chaperone(s) is/are, so that you know whom to contact in the event you need assistance or a substitute.
- Understand and manage your Student Participants’ schedules.

2024 SDLC CHAPERONE AGREEMENT

- Be responsible for the whereabouts and needs of your Student Participants. Be available to them at all times.
- 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 Student Participants).
- 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, whether you witness or otherwise learn about it (including but not limited to any acts that may constitute bullying, harassment, or discrimination);
 - reporting unsafe conditions to NAIS (whether such conditions relate to property, processes, etc.) (whether you witness or otherwise learn about these conditions);
 - 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 at SDLC.
- 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 Student Participants, School, and NAIS.

Recording: Although NAIS reserves the right to record content at the SDLC events for its own internal purposes, Student Participants and Chaperones are asked to refrain from photography and videography, to respect the privacy of all participants and to create a safe space for sharing and learning. By signing below, you agree that:

1. You will discuss this prohibition on recording, with personal devices or otherwise, the image or voice of any person participating in the conference, during any SDLC event;
2. NAIS may record your name, image, likeness, and voice via photography, videography, or otherwise for its own internal purposes and not for public distribution.

Food, Lodging, Travel: As outlined in the School Agreement, NAIS will not provide food, refreshments, lodging, or other travel-related resources for Chaperones. The School and Chaperones are responsible for all such costs. Additionally, if any Student Participant has dietary needs that are not covered by the SDLC-provided food/schedule, the School/Chaperone will be responsible for meeting those needs. Schools should contact NAIS with any questions or concerns.

Medicine: NAIS cannot guarantee that the SDLC experience will include onsite medical staff who may administer medication to students. As such, and as further outlined in the School Agreement, the School, Chaperones, and Student Participants are responsible for the procurement, storage, and administration of all medicines for Student Participants, including over-the-counter medications.

Miscellaneous: If any SDLC policy or protocol conflicts with any School policy or protocol, please inform your School and NAIS. 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 Participant or Chaperone from the program. Further, you

2024 SDLC CHAPERONE AGREEMENT

understand that the actions of those connected with you or the Student Participants (e.g., friends or family who may be in the local area at the time of the event) that interfere with SDLC may result in the removal of you or the Student Participant from the program.

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

CHAPERONE SIGNATURE:

NAME (PRINTED)

SIGNATURE

DATE

TITLE

MOBILE

SCHOOL

CHAPERONE EMERGENCY CONTACTS

School contact (name/title/email/mobile):

Other emergency contact (name/email/mobile):

NAIS SIGNATURE



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