



## CHAPERONE GUIDE

### CHAPERONE DUTIES

1. Please be available at all times while on duty. You must remain in Chaperone Headquarters during your entire shift, unless your help is needed elsewhere, to assist a student or you are relieved by your fellow chaperones. When your shift is over, feel free to enjoy all of the Grad Nite attractions.
2. When you are needed, you will be paged to the head table in Chaperone Headquarters. You are responsible for all of the school's students and guests attending Grad Nite, regardless of age.
3. As a reminder, smoking and drinking are prohibited. Chaperones perceived to be under the influence of drugs or alcohol shall not be allowed on property.
4. Take roll. You are responsible for ensuring that all students and guests are accounted for before their buses/vehicles leave at the end of Grad Nite.
5. To ease entrance processes, chaperones will be required to go through the Entrance Process/Security Screening with their students.
6. Know your rules and adhere to the Grad Nite dress code.

### MOST COMMON ISSUES

Students arriving at Grad Nite in their own vehicle is not allowed. If a student does drive, you will be responsible for determining whether the student(s) will be allowed on the property. Please make sure you know your school's policy on this situation beforehand.

Minor illnesses - You will be directed to First Aid to determine the most appropriate solution.

Major illnesses - If a student or guest must go to a hospital, you will be required to accompany the student and wait until a parent or guardian arrives.

Early releases - You will be responsible for completing the proper paperwork and escorting the student or guest out to the parking Lot.

Students or guests participating in destructive behavior such as smoking, drinking, using drugs, fighting, vandalism, etc will be put into your custody. You will be responsible to ensure that the student remains in Chaperone Headquarters for the remainder of the event, and then escort the student to the bus once Grad Nite is over. All chaperones on duty must be prepared for this situation.