

Dance:

Date:

Class:

Place:

Time:

Class Moderators/Teachers (3 minimum):

Administrators (3 minimum):

Parents

8:00-9:00 p.m. (2 per hour):

9:00-10:00 p.m. (2 per hour):

10:00-11:00 p.m. (2 per hour):

Clean-up 11:05-finish:

*****This form must be entirely completed and 1 copy returned to Mrs. Turman 1 week prior to dance date. Failure to comply will result in cancellation of event.**

Chaperone Guidelines

Thank you in advance for your willingness to spend your valuable time to ensure our dance is a success. Below are guidelines that will enable you to understand your responsibilities as a chaperone. Please do not hesitate to ask the administrator(s) in charge if you need assistance or clarification.

1. Sign in

- a. All students must sign in on the "Sign-In" sheet and note the time of arrival on same sheet.
- b. Once a student has signed in, he/she may not leave (go to car) for any reason. If they leave, they must sign out, note time of departure on same sheet, and are NOT permitted to return.
- c. Make eye contact with all incoming students. Men can shake hands.
- d. Chaperones will also sign in and sign out. This is for security reasons.

2. Scan and Scope

- a. Refreshment table -Students should not loiter here (watch punchbowl). Students can fix a plate and return to student tables.
- b. Restrooms – students should not loiter here (check trash cans)
- c. Tables – look under as you walk by

2. Stroll

- a. All chaperones are expected to walk around the dance area every 15-20 minutes and check for any inappropriate or suspicious behavior. Parents *are not expected* to handle any disciplinary matters. Please direct any questions or concerns to the administrator in charge.
- b. All chaperones are expected to alternate. We need you to divide up so that there are chaperones inside the dance room, outside at the entrance, and in the foyer.

3. Station

- a. There will be a table set up for chaperones. Please feel free to sit and socialize when you are not signing in, scanning, scoping, or strolling.

