**Chaperone Acknowledgement**

First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position (if staff):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Trip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I am acknowledging that I have read and understand the below items.

* [610.00 Field Trips Policy](https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/13187/610.00%20Field%20Trip%20Policy%2010.19.2021.pdf)
* [SPPS Data practices and Privacy Laws](https://www.spps.org/Page/32604)
* [Fundraising Policy and Procedures](https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/13187/619.00%20STUDENT%20FUNDRAISING.pdf)
* Mandated Reporting:
  + Any SPPS employee/volunteer/contractor that suspects a child is being or has been abused or neglected, are mandated reporters and are legally required to make a report to the responsible agency; reporting to a supervisor is not sufficient.
  + If you know or have reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report.
  + Information on how and to whom to report: <https://education.mn.gov/MDE/dse/mal/>
* Responsibilities and expectations of chaperones
  + Chaperones are to always serve as positive role models. Chaperones MUST ALWAYS:
    - Use appropriate language;
    - Discuss age-appropriate topics;
    - Refrain from touching students;
    - Refrain from disciplining students (behaviors needing discipline must be referred to the appropriate teacher or staff member);
    - Refrain from giving students gifts, rewards, or food items of any kind without the teacher’s permission;
    - Refrain from using or possessing alcohol, tobacco, tobacco products, e-cigarettes, or controlled substances (unless medically prescribed) while on the field trip.
  + Must remain with the group at all times.
  + Must be “on duty,” and have 24 hour a day responsibility on extended and expanded field trips.
  + Must not possess any weapons while on a field trip.
  + For liability reasons, chaperones must leave preschoolers or children not registered in the school, at home.
  + Chaperones MUST keep confidential any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority.
  + The dress code for chaperones should be appropriate at all times.
  + Chaperones should exercise appropriate and responsible use of school and District technology, social media, and information systems.

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Signature Date