

Chaperone Responsibilities and Voluntary Participation Agreement

STARBASE Alaska

Thank you for your commitment to assist as a chaperone during your school's participation at STARBASE. Your duties as a chaperone are very important to the success of the program. The following outlines those duties and your agreement to implement them.

What you will need: Chaperones will need to bring their ID, lunch (microwave available for adult use), water bottle (there is no water fountain available), and warm clothing as we occasionally go outside.

Responsibilities:

- Monitor all student behavior on and off the bus.
- Assist STARBASE instructors - lesson plans are available on our website.
- Participate with students during class activities and discussions.
- Monitor students while in the bathroom to ensure efficiency, safety, and proper conduct.
- Assist teachers with classroom management.

Progressive Discipline Policy: Students will be expected to conduct themselves in a respectful manner. The following outlines our progressive discipline policy that STARBASE instructors will implement. Your assistance with this policy is expected.

1. First negative action by student: Verbal warning given by STARBASE staff.
2. Second negative action by student: Student removed from the activity and a private discussion between the classroom teacher and the student occurs. A "time out" may be imposed before the student is allowed to return to the class activity.
3. Third negative action by the student: Student removed from activity and a private discussion between the STARBASE staff, the classroom teacher, and the student will occur. STARBASE staff reserves the right to request the student not return for the next scheduled day at STARBASE.

Getting to STARBASE: Most chaperones ride the bus with their teacher and students. If you need to drive yourself to STARBASE, you will need to have a driver's license, proof of insurance, a current vehicle registration, and a sponsor to gain access to JBER. We **must** have your name prior to you attending so we can arrange a visitor's pass. You will need to stop at the JBER D Street Visitor Center to obtain a day pass each day you attend. Directions are available on our website (www.starbasealaska.org/html/location.html).

No Smoking Policy: There is NO SMOKING or use of tobacco products allowed anywhere on or near the STARBASE Campus. Realistically, CHAPERONES ARE EXPECTED TO BE WITH THE STUDENTS DURING THE ENTIRE TIME THEY ARE AWAY FROM SCHOOL, INCLUDING DURING LUNCH, AND SHOULD NOT EXPECT TO HAVE THE OPPORTUNITY TO USE TOBACCO PRODUCTS.

AGREEMENT

I, _____, acknowledge that I am voluntarily choosing to participate in the
(print name)
STARBASE Alaska program. I agree to the above items outlined in this document. I also acknowledge that I have been informed of the risks involved in such activity. Furthermore, I agree to not hold the U.S. Government, the Alaska Department of Military and Veterans Affairs, the Alaska Air National Guard, STARBASE Alaska, DoD STARBASE, or any sponsoring organization, or their personnel or agents, liable in any way should injury, death or disability result from my participation in STARBASE. I take full responsibility for any damage that might occur to government/STARBASE Alaska property caused by myself.

Signature: _____ Date: _____

Email address: _____ Phone: _____