

## **The National Junior Science and Humanities Symposium SUGGESTED METHODS FOR CHAPERONES**

**Chaperone responsibilities:** Please remember that the military sponsors the attendance of one adult leader from each regional symposium to chaperone the student delegation. The chaperone is responsible for all of his/her regional delegates. "Official" chaperone responsibilities and duties include the following:

- ✚ Obtain contact and travel information for all delegates prior to the day of travel and provide your contact information to each delegate.
- ✚ Make contact with each delegate prior to the day of travel:
  - Review the travel plan. If travel plans do not allow for the whole group to travel together, choose a time and place to meet face to face upon arrival.
  - Review emergency contact information (student consent forms will be available at the National JSHS).
  - Determine special needs, such as physical challenges, dietary, medical, prescriptions, etc.
- ✚ Meet with student delegates at least at one meal per day and preferably, at all meals. Introduce the delegates and establish your role as chaperone and your sole authority for permission to deviate from the symposium schedule.
- ✚ Maintain a list of all student room numbers and cell phone numbers. Know that student room assignments are changed only with the chaperone's consent and the consent of the appropriate JSHS staff.
- ✚ Encourage delegates to attend all symposium events. Ensure that all delegates are up, at meals, participating, engaged, on busses for events, tours or departures, and contributory to the JSHS process.
- ✚ Encourage interaction with students from other delegations.
- ✚ Be aware of your delegates' activities during free time, evening hours, etc.
- ✚ Be watchful. Please report "unusual" activities or events to JSHS staff and the appropriate chaperone, if known.
- ✚ If you have a medical emergency, please notify a member of the JSHS staff immediately for assistance, and dial 911, if needed!

**Review the JSHS published *Student Responsibilities* as listed below:**

**Student responsibilities.** All students agree to abide by the following rules of conduct for attendance at the National JSHS. Their agreement to these rules is made by their signature on the "National JSHS Consent Form," and by their parent(s) signature if the student is under age 18.

1. I understand that the military has sponsored my participation in the National JSHS due to my interests and achievements in the sciences, engineering, and mathematics. Accordingly, I pledge to fully participate in all symposium activities.
2. I understand that I am representing my state and/or regional symposium as a delegate to the National symposium. I pledge to conduct myself in a manner that will contribute to a sense of community among participants and foster an atmosphere of mutual respect for peer group members, contributing researchers from host organizations, my chaperone, and hotel and other staff.

3. I will not depart the symposium site without consent from my chaperone and a designated representative of the Academy of Applied Science.

4. I understand that the use of alcoholic beverages, or other substances that are generally regarded to be detrimental or illegal, will not be tolerated at the National JSHS. Use or possession will result in immediate dismissal from the symposium and return home at my own personal expense or my parents' expense.

5. All students must be in the hotel no later than 11 p.m. Visitation between delegates rooms after curfew is strictly prohibited unless approved by my chaperone for a specific purpose.

6. I understand that an infraction/breach of the above policies may result in immediate dismissal from the symposium, return home at my own personal expense or my parents' expense, and forfeiture of my scholarship awards. The decision for disciplinary action is at the sole discretion of the Academy of Applied Science.

**As a chaperone, you will want to be mindful of the following:**

- ✚ Adhere to curfew -- 11 p.m.! At 11:00 p.m., please check to ensure that your delegation is on the hotel property. If not, contact the National JSHS Office staff.
- ✚ No room switching is permitted without the express consent of JSHS staff.
- ✚ Students must demonstrate respect for hotel property and staff.
- ✚ Student delegates must obtain permission from their chaperone to depart the hotel.
- ✚ Student delegates must be ON-TIME to all events and transport to and from events.
- ✚ Students are encouraged to set aside some personal time for rest, study, peer interactions, etc.

**Of note:** Parents may attend the National symposium guests. We encourage parents to remain apart from the symposium events, thereby allowing their children to become a part of the JSHS student body. Whether or not parents attend, you hold responsibility as chaperone and students must abide by the rules of participation as agreed upon by signing the "National JSHS Consent" form.

If you are a Regional Director who will be chaperoning your Regional students, you'll need to find assistance if you are also engaged in JSHS business (RDEC, Speaking Session Moderating, etc.). Suggestion: temporary coverage by another chaperone, or inviting a teacher to chaperone in your place.

Please do not hesitate to call upon the National JSHS staff for guidance or help in any way.