

Chaperone Guidelines

General Guidelines

- It is essential that all chaperones maintain a good sense of humor while preserving a business-like atmosphere.
- Chaperones should balance their authority with common sense and courtesy.
- Please be flexible and accept changes and problems in a relaxed manner.
- Please refrain from physical disciplinary action and from engaging in verbal discourse with students.
- Chaperones should report any behavior problems or any other incidental matters to the band director as soon as is feasible.
- Chaperones should also report any suspected illnesses or accidents. Matters of serious concern or emergencies should be brought to the band director's attention immediately.
- There is to be no use of profanity, inappropriate displays of affection, consumption of alcoholic beverages or illegal drugs, or any other behavior that would set a bad example for our students.
- Chaperones should be available 100% of the time during any trip or activity. Remember, you are responsible for the safety and the well being of the students in your charge.

Bus Guidelines

- Each chaperone is assigned to a specific bus for the duration of the trip. Likewise, students are not permitted to switch buses without the approval of the Director. No exceptions.
- The chaperones MUST call roll before leaving the school parking lot.
- The chaperones MUST call roll each time the buses are re-loaded. **DO NOT LET YOUR BUS ROLL WITHOUT A SECURE COUNT!**
- Students are to remain on the bus until given permission to disembark by the Band Director. (Instructions include where and when to meet back and to stay with a buddy at all times – no solos.)

Group Guidelines

- A certain number of students will be assigned to each chaperone while in the parks. Please get cell numbers from each student in your group. You may also be responsible for holding medication for these students.
- Chaperones are responsible for checking in with students several times each day as noted on the itinerary.
- Students do not have to remain with the group at all times, but may not change parks without the ENTIRE group, including the chaperone.
- If a student does not report to the designated meeting place at the designated time, please try to contact them by cell phone before contacting a director. You must physically see them, however, in order to ensure compliance.
- If a student does not report on time and cannot be reached, please contact the band directors.

Chaperone Hotel Duty

- Male chaperones will assist the band directors in securing rooms and taping doors each night.
- Female Chaperones will be divided into three groups. Each morning, one group will check each room to be sure that the tape has not been removed or broken, and will then remove the tape and be certain that the students in each room are awake. Chaperones should report any violations to the band directors IMMEDIATELY, and have the offending students remain in their rooms until the band director(s) arrive.

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Thank you for volunteering! We could not succeed without your help!