

CHAPERONE DUTIES - AWAY TRIPS

The duties for “Away Trip Chaperones” are very similar to that of “Competition Chaperones” except that chaperone duties for away trips incorporate 24 hours-per-day duty until the buses pull into the THHS parking lot at the end of the trip and the students are released to their parents by Dr. Stephens or Mr. Moreau.

Please note there may be little or no room for chaperones on the buses for away trips. We will do our best to accommodate as many chaperones on the buses as possible. However, unless notified otherwise, please plan on driving separately. If you prefer to carpool, please contact Linda Escobar for other chaperones’ contact information; we’re sure several people will want to share rides. You will need to follow the buses for the entire trip to and from, and to act as a chaperone at all stops. Only if Dr. Stephens or Mr. Moreau have given permission for students to be without chaperones (such as in groups of four or more students), can you venture from students. However, you are required to stay at the location and must not leave.

Away Trip Chaperones may bring other children with them, but **ONLY** if their spouse also attends and is in charge of the other child(ren) at all times.

Please note that being a chaperone does not mean that you will get in to the competition or any other activities during the trip for free. This also applies to any siblings who are not in the music program. Sometimes we are given free passes from competitions’ officials; when we do, we will rotate the distribution to as many chaperones as possible.

Any time a student is not in uniform, white polo shirts **MUST** be worn—no exceptions! This includes on the buses, at the hotel, at malls, at restaurants, etc.

A Chaperone Coordinator will be assigned to each trip. Generally speaking, this person will be the Booster Vice President of the Ensemble traveling, ie. Marching Band V.P., Color Guard V.P., etc.

On the bus:

- Please make sure that students do not become rowdy; they must remain seated with arms inside the bus.
- When arriving at the destination, students are to remain on the bus until they are told otherwise.
- When arriving back at the hotel or school, students are not to be dismissed from the bus until the bus is **clean!**
- On charter buses, students **may not** use the restroom on the bus (no matter what the driver says).
- The bus driver may have additional rules that must be followed.
- If you do not ride the bus, you must follow the buses in your own transportation so that you are available to chaperone during every stop the buses make.

At the hotel:

- When arriving at the destination, students are to remain on the bus until they are told otherwise by Mr. Moreau or Dr. Stephens.
- You must accompany your assigned students to and from the buses each time we arrive and depart.
- You must accompany your students whenever they are outside of their rooms. No students are allowed outside of their assigned rooms without a chaperone! Students are **not allowed** to move to and from other rooms unless Dr. Stephens has given them permission to do so. You must accompany your students to and from breakfast, vending machine visits, etc. The curfew designated by Dr. Stephens must be followed—no exceptions!
- You will be provided with a complete list of room numbers for all of the students, board members, staff members and chaperones. The list will specify each chaperone's assigned students and their assigned hotel rooms. You may be asked to chaperone up to four rooms of four students each. Inform your assigned students of your hotel room number so that they can phone you at any time, and let them know they have your permission to do so (within reason, of course!). You will also be given the Board Members' cell phone numbers.
- Each day you will be informed of the following day's schedule, including "wake-up call" time, breakfast time, "lights-out" time and departure times. We suggest you phone your students' rooms at wake-up times and give them a reminder call 5 minutes later to make sure everyone is up. Ask them to phone you when they are ready to be accompanied to breakfast or to the buses. You are responsible for making sure your students are ready to go at the designated times and that they eat breakfast. The days are very full and busy during away trips, and it's important that each student eat a good, healthy breakfast.
- If you provide "treats" to any of your assigned students, you must provide enough for all of your assigned students. Students are allowed to bring their own snacks.
- All students' hotel room doors will be taped at "lights out" time. Either there will be one assigned "taper" or you will be asked to tape your assigned rooms (tape will be provided). The proper procedure for taping is to knock on the door, identify yourself, ask them to open the door, make sure all of the assigned students (***and only the ones assigned to that room***) are present, let them know you are now "taping them in", close the door and place tape across the top or side of the door. The reason for this is to know if students have opened the door without permission. Each chaperone will be assigned "hallway duty" for a two-hour period between the hours of "lights out" and "wake-up call" times. During your "hallway duty", you must walk the halls of all of floors which house students to make sure the tape on the doors is not disturbed. **If you find that the tape is missing, ripped or partially off any students' door(s), immediately notify Linda Escobar by phone.**
- Feel free to call Linda Escobar at any time with comments or questions. If she cannot answer your question, she will find someone who can, and will get back to you as soon as possible.

At the competition:

- **Students are never to leave the group at any time for any reason without a chaperone unless they receive permission from a staff member or chaperone, and then they must never leave the group alone (minimum of two students together at any time).**
- After competing, the students will go to the stands to watch the remainder of the competition and awards. The entire group must go together accompanied by an adequate number of chaperones.
- When sitting in the stands after performing, the entire group must sit together. The staff will assign the area where they sit; it is usually in the Visitors' side of the stands.
- While sitting in the stands, our students are to be courteous to the other bands. No disruptions, yelling or walking around while the other bands are performing. They should give the other bands the courtesy that they would expect for themselves.
- You may be asked to help get the pit equipment on and off the field.
- You may also be asked to help with food, snacks and drinks for the students.
- Report any inappropriate behavior to Dr. Stephens or Mr. Moreau.
- If you have nothing to do, just ask! There is always plenty to do. We need your help!
- Most importantly--thanks for volunteering; your help is always appreciated!

--THHS MUSIC STAFF & BOOSTER BOARD

CHAPERONE DUTIES – LOCAL COMPETITIONS

We always need chaperones to ride the buses; however, chaperones who ride the buses may not bring other children with them. If you wish to bring other children and still want to chaperone, you can drive separately and meet at the destination, or you're welcome to follow the buses (but there is no guarantee you will be able to park by the buses). Either way, please make sure you are there when the buses arrive. Room for chaperones on the buses is limited, so turns will be "rotated".

Please note that being a chaperone does not mean that you will get in to the competition for free. It depends on how many passes, if any, each competition's officials distribute to us.

Any time a student is not in uniform, white polo shirts **MUST** be worn—no exceptions!

On the bus:

- Please make sure that students do not become rowdy and remain seated with arms inside the bus.
- Upon arrival at the competition, students are to remain on the bus until they are told otherwise.
- Upon arrival back at the school, students are not to be dismissed until the bus is **clean!**
- On charter buses, students **may not** use the restroom on the bus (no matter what the driver says).
- The bus driver may have additional rules that must be followed.

At the competition:

- **Students are never to leave the group at any time for any reason without a chaperone unless they receive permission from a staff member, and then they must never leave the group alone (minimum of two students together at any time).**
- After competing, the students will go to the stands to watch the remainder of the competition and awards. The entire group must go together accompanied by an adequate number of chaperones.
- When sitting in the stands after performing, the entire group must sit together. The staff will assign the area where they sit; it is usually in the Visitors' side of the stands.
- While in the stands, our students are to be courteous to the other bands at all times: No disruptions, yelling or walking around while the other bands are performing. They should give the other bands the courtesy that they would expect for themselves.
- You may be asked to help get the pit equipment on and off the field.
- You may also be asked to help with food, snacks and drinks for the students.
- Report any inappropriate behavior to Dr. Stephens or Mr. Moreau.
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