

Beloit Memorial
High School
Music Department
Chaperone Guidelines
2017-2018

Thank you for volunteering your time as a chaperone. Ultimately we are concerned, first and foremost, with the well-being and safety of our students. This is why these Chaperone guidelines are in place. After reviewing the guidelines, if you have any further questions, please ask the director.

The following is advice that will help with all chaperoning situations:

- Teenagers don't always think clearly and responsibly, help them.
- Do not ignore inappropriate behavior.
- Try not to compound a situation by over-reacting.
- Respect students' and their privacy, but enforce all rules.
- You are every student's parent while chaperoning.
- Rules and schedules may need to be adjusted... BE FLEXIBLE.
- If you are unsure of how to handle a situation, ASK!
- YOU ARE A ROLE MODEL IN EVERYTHING THAT YOU DO AND WE ARE COUNTING ON YOU TO HELP US KEEP OUR STUDENTS SAFE AND OUR REPUTATION EXEMPLARY!

Overnight Trips

1. Chaperones are "ON CALL" 24 hours a day during trips.
2. School rules are in affect at all times, especially with regard to smoking, drinking, and drugs. Chaperones are to enforce all school rules.
3. Do not drink alcohol on trips and do not smoke in front of students.
4. Chaperones are expected to be at the events scheduled in the itinerary at all times. Exceptions to this will be made at the discretion of the director.
5. One chaperone will be asked to carry the medical bag and forms. In the event that a student needs medical attention the chaperone needs to make those items available.
6. If a student needs to return to the hotel, he/she must be accompanied by a chaperone. The chaperone can simply escort them and wait outside momentarily. Chaperones should never put themselves in a situation where they are alone with a student in an enclosed area.
7. If a student becomes ill, a chaperone will be responsible for staying in close proximity to the ill student in case medical attention is needed.
8. We will do our best to follow the itinerary prepared by the director. Please be flexible if the itinerary should change.

9. Make sure students have everything they need for the day and the performance. (i.e. Proper attire, music, instrument, money, etc.) as we do not often return to the hotel until evening.
10. Students are to return home with the group unless prior arrangements have been made in writing with the director.

HOTEL:

11. Chaperones will be given student and room assignments. Although you are chaperoning the entire group, it is your responsibility to make sure students in your assigned rooms are up, attending meals, and on time to items on the schedule.
12. "In room" and "Lights Out" and all scheduled times are to be strictly enforced. Leeway to this rule is at the discretion of the director.
13. The "No Co-ed visitation" rule in hotel rooms is to be strictly enforced by the chaperones.
14. Chaperones will perform room checks at lights out to your assigned rooms. Students are not permitted to visit any other room after hours.
15. Remember we are guests of the hotel. Please make sure your students behave properly. Anyone deemed guilty of grossly inappropriate behavior will be dealt with by the directors and will be sent home at their parents expense.
16. On the day of our "Check out," check your assigned room before your students leave, to make sure nothing is left behind. Remind students that they and their parents are responsible for any damage to hotel property and lost room keys.

Chaperone Commitment Form

By signing this form, it is understood that you have read the chaperone guidelines in its entirety and you are committing to abiding by the guidelines as a chaperone for the Beloit Memorial High School Bands.

Chaperone Name _____

Home Address _____

Home Phone _____

Cell Phone _____

Email _____

Signature _____