Thank you for your interest in being a chaperone on your student’s orchestra trip this year. Please read over all of the information in this handbook before signing the signature page, to insure that you fully want to be a chaperone. The insurance that we all ‘know what we’re signing up for’ will help make sure that not only you and I, but also our students have the best experience possible on this trip. Again, THANK YOU!

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CHAPERONE CONTRACT

I have read and agree to adhere to the policies set forth in the Strickland Middle School Orchestra Chaperone Handbook

_________________________________________________________________

Chaperone Signature

_________________________________________________________________

Printed Name

Name of trip: ________________________________

Date of trip: ________________________________
A. **Number of chaperones:**
   a. We will always have at least 1 chaperone for every 10 students in a trip’s attendance. These will be chosen on a first come first serve basis. If more chaperones wish to volunteer, they will be considered on case by case basis after the minimum number has been met.

B. **General Qualifications**
   a. All chaperones shall either have a student in the orchestra program, or be fully active volunteers with the orchestra program.
   b. All chaperones/volunteers must complete the district volunteer background check
   c. All candidates for chaperoning must be well known and have proven their ability to relate well to students and work harmoniously with other adults. Potential chaperones should make themselves visible at orchestra functions and work projects.
   d. All persons must have attended one chaperone training session per year. At that time they will receive a Chaperone Handbook and sign an acknowledgment form and background check.
   e. All chaperones must adhere to the Denton ISD Code of Conduct, which would include **NO SMOKING, CONSUMPTION OF ALCOHOL, OR USE OF ILLEGAL DRUGS** while serving in the capacity of a chaperone.
   f. All chaperones must adhere to the school and district dress code.
   g. There are many factors that are also considered in the selection process such as:
      i. Experience/special skills
      ii. Stress/demand of the activity
      iii. Rooming/housing considerations
      iv. Male/female ratio
      v. Seating availability (bus/venue)
      vi. Ability to relate to and work well with students and other adults
   h. Experience with previous out of town trips is also a factor in the selection process, especially for overnight trips or trips to festivals. On every trip, the orchestra must have veterans who are familiar with how things are done in order to provide for the smooth operation of the orchestra and also new people who are basically there to learn from the veterans how things are done.
   i. The orchestra director has the final say for chaperone lists for any event.

C. **GENERAL RESPONSIBILITIES**
   a. Chaperones are expected to attend a chaperone training prior to any orchestra activity or trip. Briefings for major trips/events may be longer and held at a separate time. In husband/wife situations, both are expected to attend.
b. All chaperones are to be available to the orchestra director and orchestra members at all times. Keep in mind that all trips and activities are originated for the STUDENTS. NO PERSONAL AGENDA PLEASE.

c. For liability coverage, siblings are not allowed to accompany chaperones/volunteers while on duty.

d. PLEASE UNDERSTAND IT IS INAPPROPRIATE TO DISCUSS ANY STUDENT, FACULTY, OR STAFF IN A NEGATIVE WAY.

e. The authority of chaperones is limited to general supervision of students and the enforcement of appropriate behavior. Chaperones should balance their authority with common sense and courtesy. Please refrain from engaging in an argument with the student. Chaperones are to report any behavior problems to the chaperone chairperson or to the orchestra director. Any physical discipline administered will result in immediate dismissal as a chaperone and a follow up with DISD administration upon return.

f. All events/practices and trips will include first aid chaperones. Any illness or accident is to be turned over to them immediately. They are trained to handle these situations. First aid will report the incident to the chaperone chairperson, lead chaperone, or the director.

g. Please hold your suggestions and ideas until the end of the trip or activity if possible. Game plans are made by the leaders in advance and changes to accommodate new ideas (even if they are better ideas) can cause unforeseen problems. All constructive ideas are appreciated at the appropriate time. Positive comments are welcome.

h. You may be asked to wait with students after events until they are picked up by a parent. PLEASE ADJUST YOUR SCHEDULE ACCORDINGLY.

D. FIRST AID CHAPERONES

a. First Aid chaperones must possess a current CPR or First Aid certification.

b. First Aid chaperones will be instructed on the AED and its location at the school.

c. Any time a decision to dial 911 is made the directors must be notified immediately as well as the parents/guardians of the student.

d. A First Aid chaperone will accompany the student to the hospital if the parent/guardian is unavailable.

e. No First Aid chaperone should send a student home without consulting the orchestra director and the parent/guardian.

E. AWAY TRIPS

a. Chaperones will be told when to report, which will usually be at the same time students are scheduled to report. Please remember: 10 minutes early is on time!

b. All chaperones are expected to travel on the bus with the orchestra to the event.
    i. If you will not be on the bus, please let the orchestra director know as soon as possible so that arrangements may be made.
c. Ask to see the trip itinerary sheet so you will be aware of any special instructions ahead of time. Most of the time, meal plans are made and this information is on the trip sheet. All meals are the individual’s responsibility unless group meal plans have been made. In the event that the orchestra is stopping and eating as a group, all chaperones should pay for their own meals.

d. Visiting relatives, shopping or individual sightseeing are not allowed. Please do not invite others to meet you at our out of town events for visiting or socializing.

e. CHAPERONES MUST STAY WITH THE ORCHESTRA AT ALL TIMES, unless otherwise assigned by the orchestra director. Relatives and friends are welcome to watch the performance but should sit in the general seating area.

f. Chaperones should secure their seats before the students enter the bus and then leave the bus if they have duties to perform. The head chaperone should sit in front, the medical chaperone should sit in the middle of the bus, and the rest of the chaperones need to spread out, making sure someone is in the back.

g. All chaperones need to help keep order on the bus. Students are to first be given a warning if they are causing problems on the bus. If there is a student who consistently refuses to cooperate, let the director know and that student will be assigned a chaperone to sit with the remainder of the trip.

h. Make sure that the behavior on the bus is conducive to a safe trip for all. HANDS & HEADS inside at all times. Talking at a moderate level and NO RADIOS PLAYING. (Personal Music Players with headphones are okay). NO BLANKETS ALLOWED. Students who are cold should bring a jacket.

i. If there is a DVD player on the bus, only G and PG MOVIES are allowed. The chaperones may want to bring movies along so they are sure of the rating.

j. Only in the event of an emergency are students allowed to use the back door of the bus as an exit.

k. Before leaving campus at the end of a trip, all chaperones need to check out with the orchestra director.

l. Chaperone sleeping arrangements will be as follows whenever possible:
   i. Spousal couples will be able to share a room
   ii. Same sex chaperones will share a room-2 to a room whenever possible.

F. LIGHTS OUT

   a. Once the lights out time has occurred, chaperones will be in charge of checking individual rooms and then ‘tapping doors.’
      i. Each room you check must have a full head count. You must physically see each student assigned to that room.
      ii. Remind them of call times for the following morning. Make sure they know what to wear and where to be.
iii. Remind students that once the door closes, it may not be opened again unless it is an emergency.

iv. Upon closing the door, tell them you are taping them in. Place a small piece of scotch on the door jam and door at the bottom. This will tell us if anyone has been found out of their rooms during the night.

v. In the morning, chaperones must check the rooms they are responsible for to ensure that the tape is still in place. If any tape is found out of place, report this to the orchestra director immediately.

G. PAYMENT

   a. Please ensure that if your trip requires payment to attend as a chaperone, you are fully paid by the week before the event.

   b. If you will not be able to pay the full amount by this time, please let the orchestra director know as soon as possible.