

**SHSVMPA**  
**Chaperone Guidelines**  
**Approved**

**Chaperone Responsibilities**

1. **Stay with the students.** Be observant and know what's going on with the students.
2. Assist the Choir Director and School Administrator as needed and/or requested.
3. Behave appropriately as a representative of the choir program and Skyview High School. Adjudicators are always watching and they know who the chaperones are.
4. Since chaperones are responsible for the students from the time the group leaves the Skyview campus until the return to campus, chaperones need to abstain from the consumption of any alcohol beverages for the duration of the trip.
5. **Know what the trip rules are and follow them.**

**Chaperone Responsibilities on Overnight Choir Trips**

Chaperones need to do the following:

- a. Check rooms, hallways, and common areas (such as pools) at least 15 minutes prior to the designated lights out time. Make sure all students are headed back to their rooms for the evening. This is their last chance to get any snacks they think they may need.
- b. Perform a final room check at lights out time. Remind students that they really have to be quiet after this point and respect the other hotel guests.
- c. In the room means in the room. Anyone not in their room will be taken to the School Administrator to determine appropriate disciplinary measures. Chaperones DO NOT administer discipline.
- d. Chaperones need to walk the hallways 30 minutes after lights out to make our students are being quiet and are in their assigned rooms.
- e. As needed, continue to monitor our students by walking the halls and speaking with students who are not being quiet.
- f. When checking out of the hotel, students are expected to pick up their rooms and check for misplaced items. They are to wait outside their hotel room for a chaperone to check the room to insure nothing is left behind. When the chaperone has checked the room, he/she will release the students to go to the prearranged gathering spot prior to loading the bus.
- g. **Prearranged sleeping assignments can not be changed.** If there is an emergency and we need to locate a student, we need to be able to find that student ASAP by going to their designated room. We are responsible to know where each student is at all times.

Any and all policies and regulations of Skyview High School and the Vancouver School District need to be followed during all choir activities. The above guidelines are not intended to nullify any policies or regulations of Skyview High School and/or the Vancouver School District that are currently in place.

**Above all have fun! The trips are a blast. Our kids are generally very well behaved  
in addition to sounding terrific.**

I have read the above guidelines and understand my responsibilities as a chaperone for the Skyview Choral Program.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_