

TCCPA Chaperone Committee

PURPOSE: This committee shall be appointed by the Executive Committee for the purpose of supporting the Choral Directors in securing adequate supervision to ensure the health and safety of students for field trips.

MEMBERSHIP: The committee shall consist of parents or legal guardians of choral students who are active members of the Association defined as individuals who have paid the current school year's dues and are active in the fund raising efforts of the Association.

CHAIR: the Executive Committee as outlined in the By-laws shall appoint The Chair. The Chair shall be responsible for the coordination of the committee's duties including planning and chairing committee meetings, communicating with the Choral Directors on behalf of the committee and communicating with the Executive Committee to assure timely completion of tasks of the committee.

DUTIES: The duties of the committee include:

1. Maintain a list of interested and available parents/guardians who express a desire to serve as a chaperone.
2. Secure adult chaperones for approved field trips at a ratio of 1 adult per 8 students participating in the trip.
3. Communicate chaperone expectations with those adults volunteering to serve.
4. Work with the Choral Directors and Executive Committee in receiving chaperone deposits and trip balances.
5. Serve as a liaison between the Choral Directors and parents/guardians for information distribution related to field trips.
6. Facilitate the health of students during field trips by assuring that at least one medically trained chaperone is scheduled and assigned as the medical coordinator for each trip.
7. Conduct meetings as needed to complete the tasks of the committee.

Recommended Guidelines related to Chaperone Selection

1. Chaperones should be active members of TCCPA as defined as parents or legal guardians of choral students who have paid the current school year's membership dues and are active in the fund raising activities of the Association.
2. A ratio of 1 adult to 8 students participating in the field trip shall be secured. The number of chaperones within this ratio should as much as possible reflect the equivalent ratio of male chaperones per male students participating and the ratio of female chaperones per female students participating.
3. The chaperone to student ratio should also reflect as much as possible the age/grade level of students participating in the field trip.
4. The Association shall provide funding assistance based upon the 1 adult to 8 student ratio to those parents/guardians willing to serve as working chaperones in accordance with the published Chaperone Expectations.
5. Parents or Guardians interested in serving, as a chaperone must reflect their commitment with a \$25.00 non-refundable deposit for the trip within 30 days of trip announcement.
6. If more than the 1 to 8 ratio of chaperones commit to a particular trip, the Association shall divide the additional expense equally among the participating chaperones so that the cost to each chaperone is identical.
7. The balance of funds for a trip shall be paid in accordance with student final payment deadlines.
8. If a chaperone is unable to keep the commitment, cancellation of their space must be received prior to the final payment deadline. If cancelled after the final payment deadline, the individual shall be responsible for the full amount of the trip cost. Substitution of chaperones may be made only with the approval of the Chaperone Committee and the trip's Supervising Choral Director.
9. Individuals wishing to participate in a field trip but who do not wish to serve as a chaperone shall be accommodated as an Observer without working chaperone responsibilities based upon available transportation and lodging space at the individual's expense.
10. At least one chaperone shall be a physician or registered nurse that shall be responsible for working with the Choral Directors in the health management of students in accordance with School Board Policy and Procedure.

Chaperone Duties & Guidelines

Chaperones are expected to:

1. Ride the buses to and from field trips unless requested by Choral Director to take additional vehicle.
2. Stay in the same housing provided for students so that they are available to the students throughout the field trip.
3. Assist students with costumes, registration or other aspects involved with the particular trip to assure timely attendance at all activities.
4. Assist Choral Directors as requested. Assist students to adhere to instructions given by the Choral Directors.
5. Conduct check-in times, roll calls and head counts to account for students when moving between activities. Monitor student whereabouts as outlined by Choral Directors.
6. Conduct room checks to facilitate timely attendance at activities, maintain appropriate rest during overnight trips and assist students to maintain appropriate ambassador status in their conduct and presentation.
7. Report to Choral Directors any violation of Student Code of Conduct, Dress Code or Substance Use as outlined by School Board Policy.
8. Refer students experiencing health problems or needing medication to the designated medical chaperone for treatment and documentation of care.
9. Adhere to School Board Policy related to Code of Conduct, Dress Code and Substance Use as expected of students.
10. Settle the balance of the trip according to published deadlines.

General Guidelines for Overnight Trips:

- Male students shall not be in female students' rooms nor shall female students be in male students' rooms.
- Chaperones shall rotate hallway monitoring in dorms or hotels as deemed necessary by Choral Directors.
- If a breach in Code of Conduct is suspected, chaperones should immediately contact either the Choral Director or Security Officer accompanying the group to handle the situation.
- Chaperones should confer with their assigned students to assure morning wake-up calls and timely attendance with trip itinerary.
- Provide assigned students with their room and phone number should assistance be required after lights out has been declared.