


LAFAYETTE CHORAL DEPARTMENT

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Chaperone Guidelines for Bus Trips

- Gather clipboard with bus number, roster, (medical bag if supplied)
- Place bus number (if supplied) in first window on right side (near door)
- Students should choose their seat with the understanding that the seat will be theirs for the entire trip. Students are to refrain from unnecessary movement about the bus, and must remain seated at all times when on Fayette County school buses.
- The first roll call will be at LHS before departure. (Roll call will be taken every time the students re-board the bus.) The director or head chaperone may ask for roll calls at other times.
- Quiet the students. Students are to raise a hand and call “here” when you call their name. Be sure you see the student. Take a head count to verify the number of students on the list with the number of students on the bus.
- Ask students to keep the bus clean. Distribute trash bags if supplied. Place one at the front of the bus, and walk down the aisle with one periodically. Be sure to collect trash before students depart bus. It is the responsibility of the chaperones to make sure that the students keep the bus clean.
- The aisle and Emergency Exits MUST be kept clear of all belongings and trash.
- Absolutely no one leaves the bus until one of the directors or the Head Chaperone comes to the bus with instructions.
- Record medicines dispensed to students. Note name, date, time, medicine and dosage given. Medical records are kept by the head chaperone. If you are uncertain about dispensing meds, check with the head chaperone.
- Unless otherwise directed, chaperones stay with the students. You will be given directions as to what to do and where to stand during music activities, rehearsals, performances, etc. Check students for gum and appropriate attire for performances.
- Handle problems using your best judgment. If there is a situation that you cannot handle, go to the head chaperone. It is up to the head chaperone to determine if the directors are to be made aware of the problem.
- Couples may sit together on the bus, but are to act appropriately and refrain from any behavior the chaperones deem inappropriate. If necessary, you may separate couples.
- No boom boxes allowed on buses. Walkmans/Discmans are permitted with headphones but the volume must not be so loud as to bother the other students around the person wearing them. If students have a personal DVD player, it must be used with headphones and only appropriate content should be shown on the player.
- No tobacco products, drugs, or alcohol are permitted. This is a policy of Fayette County Public Schools.

Chaperone Guidelines for Hotels

- The Head Chaperone will provide each chaperone pair with a student room list, keys, and an itinerary. The room list will indicate which rooms each chaperone is watching.
- The hotel will have the last names of the students assigned to each room. This list will also be provided to all chaperones. The first person listed will be responsible for the room key.
- At this point, NO changes in roommates will be made unless the head chaperone needs to resolve a problem.
- During Open-Floor time, the students may visit each other's rooms, but the doors are to stay open. Please watch for inappropriate behavior.
- At Lights Out, all students are to be in bed, television off, lights off, quiet in the room and doors closed. No phone calls are to be made between the rooms at this time.
- Be aware of any medications that need to be dispensed and any special needs your students may have.
- The chaperones will usually sit in the halls until all the rooms are quiet.
- Be sure to set your own alarm to be up and dressed before it is time to awaken the students.
- The students are to wear suitable clothing and shoes to breakfast – no pajamas! All students should eat at every meal. Make sure your students have gone to breakfast before you go.
- Follow the itinerary as to the times for moving students for rehearsals and performances.
- Anytime there is a rest period, students are expected to follow the protocol announced for this time. This may include resting on the beds with lights out and little or no talking.
- On the final morning, make sure each room is picked up and unnecessary trash disposed of.
 - Chaperones should remind students to check drawers, floors, and under beds for belongings.
 - Towels and linens should be placed in the bathroom.
 - Remote control should be left on top of the television.
 - Head Chaperone will let you know if room keys are to be left in room or collected.
 - All rooms should be inspected by chaperones.
- Help other chaperones check out rooms if necessary.
- Once students are cleared from their rooms, they may leave to board the bus or in case of All-State, may leave with a parent.

Special Chaperone Guidelines for All-State

- Chaperones are to scout out locations for students to eat.
- Chaperones do not have to accompany students to all meals, but should make sure all have eaten and know places to go.
- Students **MUST** go in groups to eat. No exceptions.
- The directors are involved in workshops and meetings throughout the event and will not be around during the day. Please notify the head chaperone if problems arise. Directors will be able to be reached by cell phone.
- Students are allowed to have cell phones, but must adhere to strict rules regarding their use.
 - Students may **NOT** use them or allow them to be visible during rehearsals. They will be confiscated by conference personnel.
 - They may use them **only** during long meal breaks. (Not during short water or restroom breaks. They may not leave a rehearsal for use of the phone.
- The head chaperone should collect student cell phone numbers for contact in event of emergency.
- Students may not use cell phones on the bus or other modes of transportation.
- Students will have notified the director (who will communicate to the head chaperone) regarding their travel arrangements home. Students are not to be driving themselves or others home from this event.
- The head chaperone will communicate with the director the status of student checkout.
- Check rooms on the final night to make sure **only** assigned Lafayette All-State students are in hotel rooms. There are to be absolutely no guests.
- Please adhere to all guidelines regarding curfews.