

GRISSOM CHAPERONE - HOTEL RULES & PROCEDURES

General

Chaperones should be present at the hotel wherever groups of students are gathered (lobby, breakfast area, pool). The student buddy system always applies – no solos.

Student visitation in rooms of the opposite sex is allowed – but, only before curfew and with the door and curtains open.

Televisions, video games, music, must be played at a very low volume while in hotel rooms.

Students are discouraged from making room calls after lights out – unless in an emergency.

Hotel Check-In

Upon arrival, keys will be distributed and you will be assigned your room and student rooms which you will chaperone. Choose a responsible student to be the room captain, Junior or Senior if possible.

Distribute Room Check Card, one per room, and have students complete and return to you (same day). If there is any room damage at the time of check-in, please confirm it. Keep Room Check Card to be used at Check-Out inspection.

Fill out and tape a contact information card on the mirror with your room numbers and phone numbers where the students can reach you.

Make sure mini-bars are locked or empty if in a student's room; pay-per-view should be turned off if that is still a thing. The Head Chaperone/Director/Tour Operator will check final hotel bill and advise if there is a room charge prior to inspection.

Double check bed linens and towels – do they have enough? Assist students to acquire additional towels and linens, if needed.

Remind students of Hotel Safety: locking the door, using the peephole, fire exits, securing their valuables, and the use of the student buddy system. Encourage students to keep their room orderly.

Day-to-Day

Relay any information for the next day's activities: wake-up time, items to bring, changes to the itinerary. (You will learn this information from the Head Chaperone/Director/Tour Operator via nightly meetings or text messages)

In addition to suggesting the students order a wake-up call, please call your assigned rooms in the morning to be sure they are all up and about. It's a good time to mention a schedule for bathing, etc.

Each night at curfew, check your assigned room to see if all students who should be there are really there. You need to see everyone (not a voice from the shower). Lights Out means in their room and quiet. All trips to vending machines, ice machines, etc., should be made before curfew/Lights Out.

If we do hall "patrol" we will advise the schedule via nightly meetings or text messages.

Hotel Check-Out

Inspect student room for any “new” damage. (Note “new” damage on the Room Check Card.) If there is “new” damage, room occupants will share in any repair costs billed.

Luggage is placed along the wall in the hallway to signal that room is ready for inspection.
EVERYONE STAYS IN THE ROOM UNTIL INSPECTION IS COMPLETE.

Be sure to check under the beds and in the closets and drawers to make sure no items have been left.

Room captain should collect all keys to be given to you after your inspection.

Once inspection is over, students take luggage to the bus for loading.

Please bring all Room Check Cards and keys to the Head Chaperone/Director. Go to your assigned bus and begin roll call/head count.

**It has always been Band Policy to not to smoke or drink in front of the students.
Your compliance is requested.**

Chaperoning is a lot of fun, and is a great way to get to know the students and other parents, gives you a chauffeured ride, and guarantees you a great seat at the band’s performances.

We have some basic guidelines that we follow for each event and specific rules for certain events which will be communicated closer to the time of the event.

LOADING BUSES: (Must be done quickly so as to not delay leaving)

Chaperone will assign a Bus Captain, usually a senior, or junior if no seniors on the bus. **NO Freshmen!**

Bus Roster will be provided in the chaperone notebook, if students have signed up for buses in advance, OR Pass around blank bus roster for each student to legibly write their name

Bus Captain will call roll from the bus list. Students must raise their hand and answer to acknowledge their name. Bus Captain will perform head count. Head count must match the number of students on the bus roster. Chaperones please assist with this.

While the bus is moving, students will remain seated.

While the bus is moving, the noise level will be kept at an acceptable level not distracting to the bus driver.

Chaperones and students will follow the bus driver’s reasonable requests. For example, some of the school bus drivers request that everyone stop talking when they are stopped to cross railroad tracks.

Students will not get off the bus until instructed to do so by the band directors.

RETURN TRIP:

Bus Captain will call roll immediately after boarding bus. Students must raise their hand to acknowledge their name. Bus Captain will perform head count. Head count must match the number of students on the bus roster.

While the bus is moving, students will remain seated.

While the bus is moving, the noise level will be kept at an acceptable level not distracting to the bus driver.

When the bus is approximately 10 minutes from the school, the Band Captain will make a reminder announcement for student's to call/text to arrange for rides home. They will also pass around a trash bag to collect any trash on the bus. Students may not leave the bus until a chaperone has inspected the bus for any trash lying around.

After the students have left the bus, chaperones will inspect the seats, floor, overhead and under compartments of the bus for any trash, clothes, shoes, belongings, instruments, etc. that have been left on the bus. Any items found will be brought to the band room.

Students will be required to return to the bus to clean up the bus if any trash is found after the students have left the bus, and the students' names will be turned in to the directors for disciplinary action.

GENERAL INFORMATION:

Phone numbers of all chaperones on the trip are provided in the chaperone notebook for each trip. The Chaperone Notebook, a first aid kit, extra trash bags, contact solution, and additional emergency items will be kept in a backpack. There is one backpack for each bus which is handed out in the Band Ensemble Room at the brief Chaperone meeting before leaving for each trip.

Chaperones will have name tags to wear during the entire trip.

One of the Chaperones or medication assistant, will have all Medical Forms and information about each student with them at all times during the trip and event. Should a student become ill and require medical treatment, one of the band directors must accompany that student.

Chaperones will be made aware of any students with potential medical issues that are assigned to their bus. This information will be kept confidential.

A Medication Assistant will be traveling with us on overnight trips. Students needing medication administered during overnight trips will need to see the Medication Assistant, except for those students that we have Medication Authorization forms for which allows them to administer their own medication. (For example, inhalers for asthma, epi-pens for severe allergies to peanuts, bees, shellfish, etc.)

Chaperones will be responsible for placing the Grissom Band Signs in the front side windows of the bus, and removing them and all tape when arriving back at the school. Consult with the bus driver for location of signs so as to not block his/her vision when driving.

Chaperones will ensure that students demonstrate appropriate behavior at all times.

Make sure students clean up after themselves whenever we eat at a restaurant.

No valuables are to be left on buses.

No glass bottles are allowed on buses.

Please consider sharing any photos that you take with the Band Historian.

Once again, thank you for being a Grissom High School “Tiger Band” Chaperone!