

CHOIR CHAPERONE PACKET

CALLING ALL PARENTS, GUARDIANS, AND
ADULTS WHO SUPPORT CHOIR STUDENTS!





MEAD
High School

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Mead High School Choir Chaperone Interest Form

Thank you for your interest in serving as a chaperone for the choir program this year. This packet outlines what to expect and how to prepare for your time with the Mead Choirs. Chaperoning is an AMAZING opportunity, and gives you a little taste of what I get to experience every day. Your participation makes travel possible for our program!

Thank you for your interest, and I hope to hear from you!

Emily McKinney, Director | 509.465.7046 | emily.mckinney@mead354.org

Full Instructions

1. Keep pages 1-3
2. Return pages 5-8 to Mrs. McKinney via your student or the main office
3. Complete the district-wide online form below (every two years - check with Rachel Raab in main office to find out if you've done it (rachel.raab@mead354.org)).

Online form (must also be completed) can be found at

<https://www.mead354.org/community/volunteers> or by scanning here → →

If you are unsure about chaperoning you may submit any time throughout the year! But I will organize commitments on a first-come basis within schedule constraints & number of chaperones needed.



Basic Responsibilities

Your most basic responsibility is to ensure that all students are present and safe at all times.

On most trips, you will be assigned a "Choir Family" - a group of 6-10 students who are "yours" for the trip! They report to you first of the chaperones. Get to know their names and faces best.

The most important thing is to familiarize yourself with the itinerary and general instructions given to the students prior to and during the trip, and enforce those instructions/keep kids on that itinerary. Try to stay one step ahead of students!

During the travel days: We ask that you take attendance each time we load the buses, even after short bathroom stops.

During rehearsals, workshops, and performances: "On call"; you may read a book/work on a computer, but be aware of students' coming/going and be ready to jump in if needed

During free time: Be aware of students' coming and going, especially those in your choir family if applicable. Specific instructions for free time will come out for each trip as we go.

Meals: Our meals vary during different trips. Know where your assigned students are during these times. You don't have to stay with your group, but please do not let students go anywhere alone.

If someone gets hurt: While district employees can provide minimal first aid to students, we do keep bandaids, gloves, and wipes in our bus bins, and most hotels have a first aid kit at the front desk. Students will have Mrs. McKinney's phone number for an emergency, and depending on the trip you might have the phone numbers of a small group of students who are your "choir family". More instructions on this will come in info for each trip.

On the last day of a trip, please make sure your group has cleaned up their hotel rooms/cabins/etc. and gets loaded to leave.

Chaperone Contract

Please keep this contract for your reference; you will sign at the end of the packet.

As a chaperone, I understand and agree to the following:

- The group's director is the ultimate authority, as the presiding school staff member and the person trained as an educator of our students. All decisions made by the group's director are final, and not up for debate. The rules set by the school and the director are final. As a chaperone, I will not create new rules which are more or less strict, or question the authority of the director. This includes COVID-19 guidelines when/while they persist.
- I understand that as a chaperone, I have the authority to enforce the rules and appropriate behavior, but the responsibilities for assigning consequences or using physical restraint rest with school staff. I will report major and/or continued infractions to a school staff member ASAP.
- Changes may be made to the itinerary during the travel experience. I understand that these are made with the benefit of the group in mind, and I will not argue or complain about such changes.
- I understand that I may be called upon to assist with issues that arise, and that this could cause me to miss some of the planned activities. I will perform duties assigned to me.

- I understand that school district policies apply to district sponsored, off-site activities. As a volunteer chaperone I:
 - May not smoke, drink, or use tobacco or controlled substances, including electronic cigarettes or look-a-likes of any form;
 - May not possess articles that can be used as weapons;
 - May not administer any medications to students, including OTCs like ibuprofen.
- I understand that I am on this tour to benefit the group as a whole. I will not “favor” anyone, including my own children and their friends. This includes respecting Mrs. McKinney in her duties as a staff member if she needs to reinforce expectations with my own children.
- I will remain with the group at all times, and for all activities. I will not make other plans or deviate from the group’s itinerary. I understand that I set an example and am a role model for students. I will abide by all rules, and arrive on time or early to all activities.
- I understand that this tour is not a vacation. The role I will perform as a chaperone is important, and the success of the group would not be possible without my help.
- I understand that if selected to chaperone, I will submit to a background check and will not be permitted to act as a chaperone should this background check not come back “clean”.
- I understand that my conversation with students and other chaperones should be appropriate for a school event. I will not discuss inappropriate or controversial topics with students or other chaperones in the presence of students.
- I will keep sensitive information I may learn about a student’s abilities, relationships, or backgrounds confidential. (But, if you have a concern about a student’s safety in light of something they have shared with you, notify a school staff member as soon as possible.)
- I will never put myself in a 1:1 situation with a student, for their safety and mine. I will always have another adult present, and never close doors when I am with students.
 - (This includes bathrooms. If a student is alone in the bathroom, it is strongly suggested you use a different one as able. This protects your own liability as much as the student’s safety!)

By signing at the end of this packet, you indicate that you understand and agree to the expectations outlined above and understand that failure to follow these expectations may result in dismissal from the travel experience and/or from chaperoning for the remainder of the year/your students’ membership in choir.

KEEP P. 1-3

-----Return pages 5-8 to Mrs. McKinney-----

NAME: _____

Chaperone Schedule of Events

Date	Event	Location	Overnight / Times
<input type="checkbox"/> 10/7	Gonzaga Fall Choir Invitational	Gonzaga	Non-overnight 8:00a-2:30p
<input type="checkbox"/> 11/3	All Choirs Retreat	Ross Point Camp (bus from Mead)	Non-overnight 8:00a-8:00pm
<input type="checkbox"/> 1/9 & 1/10	Jazz Choir Winter Retreat (Jazz Parents Preferred)	St. Luke's Lutheran Church	Non-overnight Approx. 2:45-6:00 on Fri, 8:00-3:00 on Sat
<input type="checkbox"/> 2/5	Gonzaga TB Festival (Tenor/Bass singers only, so their parents preferred)	Gonzaga (bus from Mead)	8:00am-3:00pm
<input type="checkbox"/> 3/25	SFMEA Large Group Festival	Whitworth University	Non-overnight Times TBA (during school day)
<input type="checkbox"/> 4/24-25	CBC Festival (Jazz Parents Only)	Pasco, WA	Overnight - Times TBA
<input type="checkbox"/> 5/21-25 OR 5/20-24	Washington State Symphonic Tour (Tour with Orchestra)	Seattle & Leavenworth	Times TBA
<input type="checkbox"/> 5/27 & 5/28	Rehearsals at St. John's	St. John's Cathedral (bus from Mead)	Non-overnight 2:15-6:30pm both days
<input type="checkbox"/> 5/29	Pre- and post-concert rehearsal and set up at St. John's	St. John's Cathedral (likely bus there, drive back)	Non-overnight Approx. 3-9pm
<input type="checkbox"/> 6/12	Graduation	McCarthy Athletic Center	Non-overnight Likely 5:00-9:00pm

Signature of Agreement to Contract & Completion of District Form

I have read the Chaperone Basic Responsibilities and Contract and I understand the expectations for a Mead Choir Department Chaperone.

I have completed the online volunteering form through Mead's website including providing HR with a copy of my ID as instructed by them, and am prepared to be called upon to volunteer.

I agree to support and assist Mrs. McKinney and other Mead personnel in adherence to these guidelines in order to provide the best possible travel experiences for students. I have read the Choir Parent/Guardian Code of Conduct in the Choir Handbook and agree to abide by its terms.

Name (Print)

Chaperone Signature

Date

Chaperone Registration and Medical Forms

Basic Contact Information

Name: _____

Legal Sex: _____

Name(s) of your Child(ren): _____

Address: _____

Phone #: _____ Alt. Phone #: _____

Email: _____

Emergency Contact

Whom should we notify in case of an accident or medical emergency?

Name: _____ Relationship: _____

Address: _____

Phone #: _____ Alt. Phone #: _____

Email: _____

Health Insurance Information

Name of carrier: _____ Policy Number: _____

Regular Physician Name: _____

Address: _____

Phone #: _____ Alt. Phone #: _____

Email: _____

Do you have any known health conditions or physical limitations?

Are you currently taking any medications?

Do you have any allergies?

Date of last Tetanus shot: _____

Other info that should be known in an emergency:

